

Vacancy advertisement pro-forma (effective from 01/01/2020)

Advertisement requests need to be emailed to schoolbulletin@wiltshire.gov.uk on a Thursday and will appear on the careers website the following Tuesday. **Please do not email individual recruitment team members.** Adverts can be scheduled to go live on a particular date and will continue to run through school holidays.

Type of advert/package	Basic <input type="checkbox"/>	Standard <input checked="" type="checkbox"/>	Premium <input type="checkbox"/>	Executive <input type="checkbox"/>
Name of School/Academy	Newton Tony Primary School CE VC			
DfE number	865/3134			
Full Job vacancy title	Part-time Teaching Assistant and Breakfast Club Assistant			
Please select a category	Schools - Teaching <input type="checkbox"/>	Non-Teaching <input checked="" type="checkbox"/>	Headteacher <input type="checkbox"/>	
Salary range	£23,114 - £23,893 pro rata (depending on experience)			
Is a DBS required?	Yes <input checked="" type="checkbox"/>	Please see page 2.		No <input type="checkbox"/>

This is not a Wiltshire Council vacancy therefore please contact the school direct for further information.

Job advert: We would like to welcome you to our small village school situated in a beautiful, rural setting. Our school has a friendly, family atmosphere. We are looking for a dedicated Teaching Assistant and Breakfast Club Assistant. Your main focus as a Teaching Assistant would be to assist in promoting the learning and personal development of our children, enabling them to make best use of the educational opportunities available. You will be supporting children on a 1:1 basis or supporting a small group. The Breakfast Club role will involve working with two other members of staff, providing a safe and nurturing start to the school day.

The successful candidate will have:

- a warm personality
- enthusiasm and a positive outlook
- an ability to work independently and with initiative
- an ability to motivate and encourage pupils
- an understanding of how to meet the needs of children with social communication difficulties
- an ability to encourage independence, fair play and positive behaviour
- good time management and organisational skills
- good interpersonal skills within children and adults
- previous experience and a proven record of working in schools is preferred but not essential.
- an ability to work with colleagues and support teaching and learning experiences
- an understanding of the importance of confidentiality and safeguarding

We can offer

- an inclusive working environment where everyone is valued
- relevant training opportunities
- highly supportive, enthusiastic and motivated colleagues
- supportive, forward thinking Head Teacher and Governing Body

If you are committed to making a difference to children's lives and want to be part of a dynamic team then why not come and visit us to find out more.

Hours of work: 21 hours 15 minutes per week (Mon – Fri 07:30am – 11:45am)

Contract type: Permanent/~~Temporary~~/~~Fixed Term~~/~~Maternity cover~~/~~Volunteer~~

Closing date (and time): Friday 8th March 2024 23:59

Interview date: Friday 15th March 2024

Commencement date: ASAP – to be agreed

Additional information:

For an application pack, please visit our website; <http://newtontony.wilts.sch.uk/>

Newton Tony Primary School CE VC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All applicants will be subject to a Disclosure and Barring Service check before appointment is confirmed

Advertising packages (please refer to attached document for more info)

Basic – Advert placed on the careers website. **(standard price)**

Standard – Careers website, social media coverage and advert placed on Southwest jobs **(extra £20 per advert)**

Premium – Careers website, social media, Southwest Jobs and an apply button to our application form **(extra £35 per advert)**

Executive – All of the above and full access to the workflow (shortlisting, interview invites etc...) **(extra £220 per advert/ packages also available)**

The cost of a single advert entitles you to up to 4 weeks of continuous advertising. **Closed adverts to be re-advertised are charged as a new advert.** Adverts can not be combined. All adverts automatically close at 12am CET.

Please note that currently logos/pictures are not supported by the careers website but we are looking are ways of incorporating this into the website at a later date. We are able to upload attachments to your advert including application forms please include these in your email and advise clearly they are to be attached.

We recommend you check your advert text clearly on the expected live date and alert us immediately of any amendments. The information you include in the pro-forma will appear on the website how it is written we therefore suggest you limit the use of abbreviations to ensure the candidate can use the website search facilities effectively.

DBS reminder – when appointing staff

Before your new member of staff is given a start date you must ensure that all their clearances are back including where applicable they have a valid DBS certificate.

We are frequently asked if a DBS is completed too soon it will run out by the time the person is due to commence work – this is not the case. There is no time limit for a **new** DBS check. So we would encourage you to complete this check as soon as you reasonably can with the applicant.

An old DBS check cannot be used if the individual has had a break in service for 3 months or more unless they subscribed to the DBS update service and can show you their original certificate.

DBS certificates completed by Wiltshire Council can be moved (ported) across from one school to another if the workforce and job role is the same (without any breaks in service) BUT both schools must agree to the portability function as the cost is only picked up by the school who originally completed the check.

You cannot move a volunteer DBS across to a paid position.

If a DBS is delayed and your new member of staff is due to start it might be possible to complete a risk assessment and a Children's barred list only check (available on the DBS system) this process should not be used as a matter of course and is considered the last resort. All DBS risk assessments need to be signed off by HR before the member of staff can commence work.

Any queries concerning DBS checks can be emailed to recruitment@wiltshire.gov.uk or we are available on (01225) 718040.