

School Vacancy Media Order Form

In order to publish your vacancy as quickly and accurately as possible, please ensure you complete all relevant fields within the form. In the event of missing information, you will have to be contacted for the information which could lead to delays in the advertising.

Section 1 – NYCC Recruitment Website-free advertising

Your vacancy will automatically appear free of charge on:

- 1/ nycjobs (internal job search)
- 2/ northyorks.gov.uk, (external jobs and careers)
- 3/ jobcentre

Post Title:	Grade/Band/Pay scale:
Salary (plus any additional allowances, if applicable):	Working weeks: Please select Please note, if you have selected TTO or TTO plus, you need to specify how many additional weeks will be worked and training days are included. Training days included : Please select
Hours per week:	Number of additional weeks:
Contract Type: Please select *Please state the fixed term end date:	Individual School Range (essential for Headteacher vacancies only ie Head teacher 7 point salary range):
Closing Date:	Interview Date: (If not known, state to be confirmed)
Required start date:	Cost code for any advertising (School DFE Number):
DBS clearance required: Please select	
School Name and address (including telephone number, email and school website address to aid job seekers ability to find out more):	Headteacher's Name:
Contact details for how to apply for an application form/application pack:	Please specify any additional documents be uploaded with the advert. We advise that you make available as many documents as possible to avoid applicants having to make requests and your schools having to send out the documents. Job Description/Person Specification and application form should be provided as a minimum. Please

	supply alongside the advert.
If advertising over a period of school closure, please provide details for someone in a position to approve the advert (if applicable):	Name and contact details of person authorising the vacancy to be processed:
<p>Advert text: Please state the exact advert text you wish to be displayed in your online advert. We advise that you should include a brief description of the role/key capabilities of the desired applicant.</p>	

Advert Detail - Please ensure you fill in all sections

The following information will be used to help add search criteria to the vacancy on the NYCC website www.nyccjobs.co.uk. This will aid job seekers when they are searching for vacancies to bring up the positions matching their criteria.

Keyword: Please select	Location: Please select	Salary range: Please select
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If using paid for advertising as well, do you want the vacancy to be advertised on the websites prior to media publication? Please select

Section 2- Employment Support Service Options

Employment Support Services offer a wide range of additional services which you can choose from. The options are detailed in the Media Guide to School Recruitment and in summary below-

please contact Employment Support Service on the details below if you require any further information.

Option 1 – Online Advertising - Free of charge

Employment Support Service will place adverts for schools and provide specialist advice and guidance to add value at initial publishing stage. Applicants will be directed to the school for an application pack or be able to download an application form from the website and completed forms will be returned directly to the school.

Option 2- Advertising and application forms - £50

Online application form (applicable to the role type) will be attached to the vacancy and applicants will only be able to apply online.

Completed application forms will be provided to the school electronically on the day after the closing day.

Option 3- Full recruitment process, cost £300 per vacancy

In addition to the above, the Enhanced Recruitment team will be responsible for making interview arrangements on behalf of the school, obtaining all appropriate employment clearances and issuing conditional and unconditional offers of employment.

Campaign Sites -

A campaign site would only be applicable for senior posts including Head Teacher or Deputy Head Teacher roles. Employment Support Service will provide media recommendations to ensure advertising is targeted at the right audience and will liaise with advertising contacts to make these arrangements and obtain best possible price. There is the facility to build standard microsites for headteacher / senior roles, specific to the school consisting of information about the school and the role including any useful documentation and signposting to the actual schools site. The cost for Head Teacher posts is free. Details of costs for other posts are available on application.

Assessment Service – charge dependent on the type of test and assessor time required.

The service can provide assessment provisions to help you select the right candidate for the job. A range of assessments are available to you and trained assessors can help recommend appropriate tests. Assessments available include personality assessments, ability tests, IT tests, dependability questionnaires and managerial judgement.

Please indicate below which options you would like to select for this vacancy:

Recruitment Options: Please select

Any additional comments/requests:

Section 3 – Media/ Website-paid for advertising

We advise that only ‘hard to fill’ posts are considered for paid for advertising (ie Headteachers/leadership roles) and that online advertising as the most effective and cheapest media is prioritised.

Publication	_____	Insertion Date	_____	Classification/ Package	_____
	Please select				
	_____		_____		_____
Website	_____	Insertion Date	_____	Classification/ Package	_____
	_____		_____		_____

**Website for
TES** Please select

**Insertion
Date**

**Classification/
Package** Please select

Advert type Please select

Advert Style Please select

Logos Please select

Any additional information:

For further information regarding the media options available for schools, please refer to the Schools Media Guide. If you have any further questions regarding media recommendations or options, please contact Employment Support Service = employmentsupportservice@northyorks.gov.uk or telephone 01609 532190