

## REQUEST TO ADVERTISE A SCHOOL VACANCY

To enable HR to process this request quickly, please refer to the attached guidance.

<b>School Name</b>		<b>Ditton Primary School</b>		
<b>Head Teachers Name</b>		Mrs Janette Pyne		
<b>School Address</b>		Liverpool Road Widnes WA8 7HD		
<b>School Phone No</b>		0151 424 5861		
<b>Contact details (name phone number) at school</b> if applicable for the advert		<b>Alison Campbell</b>		
<b>Website address</b> if documents are to be downloaded from school				
<b>Number on Roll</b> if applicable for advert		<b>380</b>		
<b>Job Title</b>		<b>Sports Coach</b>		
<b>Grade</b>		<b>6</b>		
<b>Scale Points</b>		<b>15-22</b>		
<b>Salary (pro rata)</b>		<b>£23,541 - £27,041 (pro rata)</b>		
<b>Weekly Hours - 37 per week</b>		<b>Full Time</b>		<b>Yes</b>
		<b>Weekly hours if Part Time</b>		<b>No</b>
<b>If Part Time please state work pattern</b>				
<b>Term Time</b>		<b>Yes</b>	<b>No</b>	<b>Yes plus one week</b>
<b>Permanent, Temporary, Fixed Term or Casual</b> (tick as applicable)		<b>Perm</b>		<b>Yes</b>
		<b>Temp</b>		
		<b>Fixed Term</b>		
		<b>Casual</b>		
<b>If temporary or fixed term , please give likely length of duration of contract and reason</b> i.e. to cover maternity leave		<b>Date contract until or no of months</b>		
<b>Application to be used</b>		<b>WPAT</b>	<b>C of E</b>	<b>Catholic</b>
<b>Job Description Attached</b>	<b>Yes</b>	<b>No</b>	If no it can be obtained from	
<b>Person Specification Attached</b>	<b>Yes</b>	<b>No</b>	If no can be obtained from	
<b>Closing Date:</b>		Thursday 25 <sup>th</sup> May 2023 @ 12 noon		
<b>Shortlisting Date/s (if to be included in advert)</b>		Friday 26 <sup>th</sup> May 2023		
<b>Interview Date/s (if to be included in advert)</b>		Thursday 8 <sup>th</sup> June 2023		
<b>Dates of visits to school and contact details to arrange if to be included in advert</b>		Please contact the school if you wish to arrange a visit to look around.		
<b>Does this post require an Enhanced DBS Disclosure?</b>		<b>Yes</b>		<b>No</b>

<b>Which barred lists to be checked?</b>	<b>Children</b>	<b>Adults</b>	<b>Both</b>
The vacancy will be included on HBC website and will also be included in the weekly Jobs Bulletin			
<b>Do you require HR to also place the advert in another website or publication i.e. TES, advertised? Yes or No</b> (Additional costs for this will chargeable please refer to the current SLA or contact Recruitment .... For further advice)			<b>Yes</b>
			<b>No</b>
<b>If Yes please state which publication or website to be used</b>			
Please insert the Halton safeguarding generic paragraph.			

Signed:

*A. Campbell*

**(Business Manager)**

Dated 10.5.23

Date: 16<sup>th</sup> July 2020

For HR Use only:		<b>Confirmed by:</b>
<b>Pro Rata to be calculated by HR</b>	£ (min)	
	£ (max)	
<b>Sent for Loading</b>		