Buckinghamshire Council

Schools Recruitment Advertising Service

Information required for Publishing

**Step 1:** Please provide the following information:

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| --- | --- |
| **Organisation Name** |  |
| **DFES number** |  |
| **Job Title** |  |
| **Job Salary** |  |
| **Contract Type (Fixed Term or Permanent)** |  |
| **Hours (Part Time or Full Time)** |  |
| **Closing Date for Applications** |  |

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| **School Logo - please attach your logo to the email for insertion on our website alongside your advert (only needs to be sent once)** |
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Our Service Level agreement is to publish your advert within 2 working days of receipt, providing all required information has been provided.

All adverts are placed onto the BC job website [jobs.buckinghamshire.gov.uk](https://schoolsweb.buckscc.gov.uk/media/47279/jobs.buckinghamshire.gov.uk) and in the Schools Vacancies Bulletin.

**Step 2:** Please indicate clearly where you would like your advert published and the date:

|  |  |  |
| --- | --- | --- |
| **Where to advertise** | **Tick to confirm** | **Publish Date** |
| **Internal:** BC job website, intranet and weekly schools bulletin, **£171.67** |  |  |
| **Job centre website** (universal job match) **- £61.32 charge.** Requirement if you are recruiting workers from outside EEA (advert must run for at least 28 days) |  |  |
| **Social media** (Linked-in, Twitter, Instagram & Facebook) **- £153.40 charge.** 1 x post on each platform to be scheduled within 5 working days of receiving request.  **Please send us photos and a logo to include OR permission to use photos from your website to avoid delays.”**  **We recommend an additional spend of at least £30 to boost your post to promote it beyond current followers.** |  |  |

**External Advertising**

**Please indicate clearly which external option you would like your advert published and date:**

|  |  |  |
| --- | --- | --- |
| **TES** | **Tick to confirm** | **Publish Date** |
| TES new pricing structure is based on school’s needs and hiring habits. As such, if you are interested in advertising with TES we would be happy to link with them and confirm the prices.  Please note the advert on TES website is for up to 28 days.  **Posting Fee £61.32** |  |  |
| Other external advertising – if known, please specify which website(s). |  |  |

**\*External advertising incurs a fee for BC managing the external advertising process.**

**Other support available:**

* We can also support you with a copy-writing service, interview question design, interview skills training, psychometric testing and other related activities. Please contact Anna Falek for more information.

If you have any queries, please telephone Anna Falek on 01494 732155 (email: [anna.falek@buckinghamshire.gov.uk](mailto:anna.falek@buckinghamshire.gov.uk)) or the HR Service desk on 01296 382233 (email: [hrservicedesk@buckinghamshire.gov.uk](mailto:hrservicedesk@buckinghamshire.gov.uk))

**Step 3:** The following information is required to publish your advert.

Please ensure all information is provided, this will guarantee your advert meets publishing requirements

**Please complete all sections marked** **\***

\*Once all information is complete please send your advert to [advertising@buckinghamshire.gov.uk](mailto:advertising@buckinghamshire.gov.uk)

**Overview: \***

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| **Entice candidates to read more, set out an opening short paragraph that inspires them to read on.** |
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**About your school: \***

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| **Tell candidates about your school** – selling points to make your school stand out from the other schools (you are competing for the same candidates). **Include a hyperlink to your school website.** |
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**About the role: \***

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| --- |
| **Sell the role to candidates or provide a complete Job Description for this role:** |
|  |

**About the candidate: \***

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| --- |
| **What skills, qualifications and experience are desirable or essential?** If there is a clear outline of the ideal candidate for the job, it will mean stronger applications as well as applicants who will fit into the dynamics of your school. This helps unsuitable people to deselect themselves. |
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**Other information/how to apply: \***

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| **Other information/how to apply:** let candidates know who to contact for tour/more information. (Provide a name, contact telephone number and email address). Tell them where to send their application. The closing date, interview date. Include a safeguarding statement. Please note: jobs need to be advertised for 28 days if you need or think you will need to sponsor a non-EEA applicant for the Resident Labour Market Test |
|  |
| **Safeguarding Statement \*** |

**Attach the below Document to include in the advert**

* **Application Form – If you use a non BC application form**
* **Job Description**
* **Person Specification**
* **Information about the school/dept** or any other documents or links you would like candidates to have access to.