Advertisement requests need to be emailed to **schoolbulletin@wiltshire.gov.uk** by 5pm 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.

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| --- | --- | --- | --- | --- |
| Type of advert/package | Basic [ ]  | Standard[x]  | Premium[ ]  | Executive [ ]  |
| Name and address of School/Academy |  |
| DfE number |  |
| Full Job vacancy title |  |
| Please select a category | Schools - Teaching[ ]  | Non-Teaching[x]  | Headships[ ]  |
| Salary range |   |
| Is a DBS required?  | Yes [x]  Please see page 2.  | No [ ]  |
| ****This is not a Wiltshire Council vacancy therefore please contact insert name of school/organisation for further information.****A bit about us:Christ Church CE VC Primary School in Bradford-on-Avon, is a sought-after school with ‘Good’ Ofsted and SIAMS ratings. We are a larger than average primary school with 420 children on roll. We provide a broad, balanced, creative and challenging curriculum that encourages all children to achieve their personal best, be rounded individuals, and happy, independent lifelong learners. We would like them to adopt safe and healthy lifestyles, to value and respect themselves and others and to make a positive contribution to society.We create a tolerant, caring, supportive school which promotes equality and mutual respect and provides a happy, safe and secure environment for all pupils and staff. We foster strong partnerships between home, school, and other services, and we strive for continuous improvement in all we do.All about the role:**We are seeking an experienced School Business Manager who will have the opportunity to work on a variety of upcoming projects as the well as the day-to-day financial management of the school. The successful candidate will also contribute to the strategic development of the school in support of the Headteacher and Governing Body.** ****Hours of work:** 30 Hours per week (part time).** The position is term time only with a requirement to work 5 INSET days.****Contract type:** Permanent******Salary:**** £28226-£30,095 pro rata according to experience. ****Find out more and apply:****Please apply by completing an application form and by writing a supporting letter to the Headteacher reflecting the Person Specification and Job Profile. Visits to the school are warmly welcomed. Please contact the school office to arrange a convenient time on 01225 863444.**Closing date (and time): Noon on Monday 16 May 2022****Interview date: Monday 26 May 2022****Commencement date: As soon as possible***This school 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.* |
| **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.****Advertising packages (please refer to the advertising packages document for more info)****Basic – Advert placed on the careers website. (basic price)****Standard – Careers website, social media coverage and advert placed on Southwest jobs (extra £20 per advert)****Premium – Careers website, social media, Southwest Jobs, Find a Job (DWP) plus up to 2 other job boards and an ‘apply’ button for candidates to submit your own school’s application form online (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)** |

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 abbrevations 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.