



Advert Request Form

School/Institution Name:	St Paul's CE Primary School
School/Institution Address:	St Paul's Road, Withington, Manchester, M20 4PG
Position Title: <i>(Please include any Phase/Subject Specialism if applicable – i.e. KS2)</i>	Teaching Assistant – Key stage 2 (Year 5/6)
Working Pattern: <i>(i.e. Full / Part-time or Job Share)</i>	Part-time – 30 hours per week
Working Hours: <i>(Please note full time hours for teachers are 27.5 hours per week, and full time hours for support staff are 35 per week)</i>	30 Hours
Contract Type: <i>(Permanent / Temp / Fixed Term if Temporary or Fixed Term - how long for? Is the post Term Time Only / All Year Round etc.)</i>	Temporary to 31 st August 2016
Is this post open to NQTs? <i>(Teaching posts only)</i>	N/A
Pay Grade/Salary: <i>(Please note the advert will state the per annum, pro rata salary range – if applicable Academies should state NJC salary)</i>	L2, Grade 3 12-16, £15,523 - £16,969 Pro rata
Closing Date & Time: <i>(Please note if you do not provide a time, it will default to the time the advert is uploaded)</i>	4 th December @ 3.15pm
Shortlisting Date: <i>(If known)</i>	Week of 7 th December 2015
Date Of Interviews: <i>(If known)</i>	15 th December 2015
Employment Start Date: <i>(If unknown state ASAP or TBC)</i>	4 th January 2016 or nearest start date...

<p>Advert Text: <i>(Please provide a brief description of the role you are advertising, the kind of person you are looking for and what you will offer candidates)</i></p>	<p>We require an enthusiastic and energetic Teaching Assistant to work in our exciting school. St Paul's is a vibrant, well resourced school situated at the heart of Withington's diverse community.</p> <p><u>Part Time</u> 30 hours 8.30-3.30pm Term time only plus 5 teacher training days</p> <p>St Paul's is fully committed to safeguarding its pupils and the successful applicant will be required to undertake an enhanced DBS application.</p> <p><i>For Office Use Only: We are an Equal Opportunities Employer and we positively welcome applications from all candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.</i></p>		
<p>How to Apply: Information for applicants: <i>(If you are providing application forms for candidates to download please remember to state the postal and/or email address where you would like candidates to return the completed forms to)</i></p>	<p>Visit the school website (www.stpaulswithington.co.uk) to download an application form, job description and person specification.</p> <p><u>Return completed application form by post to:</u> St Paul's C.E Primary School St Paul's Road Withington Manchester M20 4PG</p> <p><u>Or by email to:</u> head@st-pauls-pri.manchester.sch.uk</p>		
<p>Application form and other relevant documents attached to email.</p>	<p>Yes <input type="checkbox"/></p>	<p>Job Description & Person Specification attached to email.</p>	<p>Yes <input type="checkbox"/></p>

Where to send your advert...

Please fully complete and return this form by email to: resourcing@manchester.gov.uk

Please Note: The Manchester City Council School Advertisement SLA is now available to **all** Manchester schools/colleges as of the **1st April 2015**. The annual SLA will include unlimited advertising of all your Teaching, Leadership and Support roles on all of the following sites:

- Unlimited Job Advertisements on Manchester City Council website
- Unlimited Job Advertisements on YourCouncilJobs.co.uk
- Unlimited Job Advertisements on teach-manchester.org (Inc. M-people)
- Unlimited Job Advertisements on indeed.co.uk
- Unlimited Job Advertisements via Universal Job Match (non-teaching posts)
- Unlimited Job Advertisements on Job Centre Plus / Direct.gov.uk (non-teaching posts)
- Unlimited access to MCC NQT Talent Pool (access via teach-manchester.org)
- Weekly Vacancy Bulletin emailed to all Manchester Schools/Colleges and subscribers

In addition to the above, we will quality check your advert to ensure the information, pay, terms & conditions are up-to-date and we will publish adverts within 24-48 hrs excluding weekends & bank holidays.

Once published, we will send you an email confirmation containing a link to your advert.

For further details and/or to subscribe to the SLA, please email: resourcing@manchester.gov.uk
