

ADVERTISEMENT OF VACANCY

To: THE FIRST STOP DESK, Recruitment Services, HR ONE, Great Moor House, Bittern Road, Sowton, Exeter, Devon EX2 7NL; Tel: 01392 383000

E-mail this completed form, job description, person specification and any additional information to firststop@devon.gov.uk

Deadlines:

- **On devonjobs website** - Monday at 1pm for guaranteed entry in our weekly subscribers email alert. Adverts received after this point will still go live within our 48 hour target but are not guaranteed to appear in the current weeks' email alert.
- **External publications** - Friday 10am for the following Wed to Fri issues (some media deadlines may differ)
- **For Bank Holiday Deadlines** - contact the First Stop Desk (see contact details above). If advertising when running up to / during holiday periods please ensure a contact for approval/queries is available.

Important:

- You are required to complete a Skills Transition Matrix prior to advertisement. <http://staff.devon.gov.uk/er/ppcentralplacementunit/pp-dir-newpage-6.htm>
- Your advert will be forwarded to HR Direct – Redeployment prior to advertisement to identify any appropriate redeployment matches. HR Direct will contact you directly if any matches are identified
- Please ensure that the grades and salary ranges of all posts are advertised in line with current pay and grading structures. Please contact HR Direct with any queries (HR Direct - Mailbox)

Advertiser Details	
Contact Name(s):	Vanessa Jarrett
Telephone Number(s):	01404 841291
Email Address(es):	senioradmin@fort.devon.sch.uk
Cost Code:	G120 3300

For all new posts the Request to Advertise a New Post form must be completed and authorised BEFORE completing this Advertisement of Vacancy form.

Post No. (for new posts):	
Is this a replacement for an existing post (either temporarily or permanently):	Yes
Is this a new post increasing establishment (i.e. a post not previously in existence):	No
If this is a new post has a Request to Advertise New Post form been completed and approved? Please note that if the answer is no then we are unable to proceed to advert at this stage.	N/A
Have you received Head of Service approval to advertise this post? In accordance with the In accordance with the Turnover Management principles.	Yes
Job Evaluation Number:	

Publication Details			
Publication: <i>for guidance</i> www.devon.gov.uk/media .	Choice ONLY	To appear week commencing: <i>If received after the deadline, we will place the advert at the next available date, closing dates allowing</i>	ASAP
Other Publication (if applicable):	Select	To appear week commencing:	
Other Publication (if applicable):	Select	To appear week commencing:	
Other Publication (if applicable):	Select	To appear week commencing:	
Occupational Group (COMPULSORY):	Select		
Is this vacancy for internal/ secondment opportunities only?	Select		

Vacancy Details

Job Ref: <i>TO BE COMPLETED BY FIRST STOP</i>	
Service Area: Please see: Organisational Structure Chart	Education and Learning - Sue C
Job Title:	Mealtime Assistant
Grade: <i>- If selecting "other" please outline the FTE salary range or the hourly rate below</i>	NJC A £13,500 - £13,614
Details of Salary if Other: <i>- First Stop must have the FTE monetary value of the salary not the actual salary if a part time post.</i>	
Job Term:	Permanent
Appointment Type:	Term Time Only
Hours: <i>- If hours are to be worked on a term time basis please also indicate the number of weeks per year</i>	237.5per annum over 38 weeks
Location:	Awliscombe Primary School
Postcode of Workbase:	EX14 3PJ
If you post requires a DBS check please select the check you require: <i>-If you are unsure about eligibility for a DBS check, please contact the Safer Recruitment Service on 01392 383266 or email disclose@devon.gov.uk</i>	Enhanced
Is the post working with children and young people?	Yes
Closing date (midnight):	noon 26.09.2018
Interview date (<i>optional</i>):	w/c 01.10.2018

Advert Text

Composite text (All adverts for the local press must be as composite. Your reduced text should be between 15-45 words, excluding any of the items completed in the sections above):

Full Text (only for adverts to appear in National Press (n.b. the text the more it will cost for the Press): FORT Federation (Payhembury and Awliscombe C of E Primary Schools) is looking to appoint a confident and enthusiastic individual to assist at meal times. The successful candidate will be joining our warm and welcoming team and be based at Awliscombe C of E Primary School.

The applicant will:

- Have a passion for working with children
- Show ability to support children's feeding/eating under supervision and to understand that this activity is a part of their learning.
- Motivate children in their play and learning.
- A willingness to contribute to the general ethos of the school.
- A strong ability to communicate effectively with both children and adults is essential.

In return we can offer:

- Delightful, well behaved and responsive children with a real enthusiasm for learning
- A supportive and experienced team who are committed to achieving the highest standards for all of the children

We have a commitment to the safeguarding of children and, if successful, you will be required to undergo an enhanced DBS check.

Further details and an application form can be obtained by emailing senioradmin@fort.devon.sch.uk or details can be found on the school website www.fort.devon.sch.uk.

Informal discussion contact details: <i>- Please ensure that the details you provide are for someone who will be available to respond to any queries</i>	Penny Hammett (Executive Headteacher) 01404 841291
Please indicate name and full address to whom applicants should return completed application forms before the closing date: <i>- e.g. First Stop Desk or Appointing Manager</i>	Ms Vanessa Jarrett – Senior Administrator Payhembury C of E Primary School, Payhembury, Honiton. EX14 3HT (senioradmin@fort.devon.sch.uk)
If First Stop Desk please provide name, address and email address where completed applications should be sent, after closing date:	
Special instructions: <i>- These will not appear in your advertisement</i>	

Submission of Advertisement of Vacancy form

Please note: by submitting this form, you are accepting responsibility for ensuring that all of the information contained is correct. The information will be directly replicated in the advertisement, and as the advertisement can form part of the employment contract it is essential that it is an accurate representation of the vacancy.

After completion email this form, the job description, person specification and any additional information to firststop@devon.gov.uk. Tel: 01392 383000