

# Southwark Schools Human Resources – Advertising a Job Vacancy

A job advert gives potential applicants a first impression of your school, so it is important to get it right. The advert needs to be concise and include the essential requirements people need to do the job, so that you only get suitable applicants.

## Adverts should include:

### 1. Information about the job:

- Job title
- Grade and salary (including the FTE and pro-rata calculations)
- Location
- Hours of work
- Duration (i.e. permanent, temporary or fixed term)
- Key aims
- Interesting features

### 2. Information about the school:

- Achievements
- Growth
- Size
- Future projects and development

### 3. Essential requirements:

- Qualifications
- Skills
- Experience
- Knowledge and attitude required (taken from the selection criteria)

### 4. How to apply:

- Encourage people to phone for an informal chat about the job or even visit the school
- Let them know who to contact
- Where to get a job description/person specification
- Shortlisting and interview dates

### 5. Equalities statement

- To promote and develop a diverse workforce at the school, include a statement about its commitment as an equal opportunity employer.

### 6. Safeguarding statement

- Highlight the school's commitment to child safeguarding in an effort to deter any unsuitable candidates.
- For example: \_\_\_\_\_ *School is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory "Disclosure and Barring Service Enhanced check".*