Instruction to advertise form F108h

Customer action: Once completed, please email this form to educationjobfinder@norfolk.gov.uk. Returning the form incomplete could result in delays to your advert being placed.

We aim to have all adverts on the Education Job Finder jobs board within 2-3 working days. However, at peak times, we do prioritise press adverts and work in strict date order of when adverts are received.

Establishment details	
Name of establishment: (As you want it to appear on advert)	**Toftwood Infant and Junior School Federation**
MAT or Federation name: (where applicable)	**Toftwood Infant and Junior School Federation**
Address: (including postcode)	**Westfiled Lane, Toftwood, Dereham, NR19 1JB**
Phone number:	01362 694919
Email address:	junioroffice@toftwoodfederation.co.uk
Website address:	https://www.toftwoodfederation.co.uk/
Optional details: (Headteacher's name, NOR, age range)	Executive Headteacher Joanna Pedlow NOR 555
Advertisement details	
Post title:	**Class teacher KS2**
Have you advertised a similar job through us before? (Please quote advert reference/details)	
Where is the advert to appear? Please note we can only process press adverts for HR Subscription A customers	☐ Education Job Finder (no fee) ONLY
Date to be advertised:	ASAP
Featured job: In addition to the standard listing, your advert will appear on the front page of Education Job Finder in the Featured Job box, Facebook, LinkedIn and Twitter for a week-long period beginning late Monday morning. Offered on a first come, first served basis. A week-long slot will be priced as detailed opposite and is in addition to any other costs paid in respect of the standard advert listing.	☐ No £50 – HR A subscription customers £75 – HR B and F subscription customers £100 – all other customers

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Advertisement details (continued)	
Salary range: (Please provide actual salary rates)	From: F12 To: F17
Salary period:	☐ Per annum x☐ Per hour ☐ Other (please specify)
Job type (tick one):	Permanent
Job time (tick one):	☐ Full time x☐ Part-time ☐ Variable ☐ Sessional
Job weeks: (for non-teaching posts)	☐ Term time + 1 wk
If part-time, please provide hours	**32.5 hours per week (8.30 – 12.15 and 1 – 3.45)**
Advert text:	Please provide via separate Word document
Informal discussion details: (optional)	**Please email the headteacher for a conversation head@toftwoodfederation.co.uk**
Closing date and time: (recommended as 2 weeks after advert appears, if no time is specified will appear as 23:59)	**30 /4/ 25**
Interview date: (optional)	**Week beginning 6th May**
How to apply	
Choose application method (choose one only)**:**	☐ Model job application form F108l
For application forms, provide details on where to return to when complete (choose all that apply)**:**	☐ Email address (please provide) **junioroffice@toftwoodfederation.co.uk** ☐ Postal address (please provide if other than recruiting school) **Toftwood Federation, Westfield Road, Toftwood, Dereham, NR19 1JB**
Attach additional information pack to advert: (e.g. job description)	Please provide, ensuring documents are either in a PDF or Word format (no larger than 5MB in size each). Maximum of 2 documents.

How to apply (Continued)	
Please note these two paragraphs will be automatically added to your advert in line with KCSiE (or you may provide your own).	"We are committed to safeguarding and promoting the welfare of children and vulnerable adults and expect all staff and volunteers to share this commitment. To this end, you may be required to undergo pre-employment checks." "This post is exempt from the Rehabilitation of Offenders Act and you will be required to undergo

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	an Enhanced DBS check or Enhanced DBS check with barred list. If you have information to declare it may be protected under the Exceptions Orders and you may not be required to declare it. You will be asked to make a criminal conviction declaration if you are shortlisted for the post. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website."
Please indicate whether the Childcare (Disqualification) Regulations wording applies to your advert and should be included by ticking the relevant box (or you may provide your own). See InfoSpace for further information.	**Yes**☐ "This post is likely to come under the requirements of the Childcare (Disqualification) Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations."
Please indicate whether the Fluency in English wording applies to your advert and should be included by ticking the relevant box (or you may provide your own). See InfoSpace for further information.	**Yes**☐ "This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for this role."
Are you interested in uploading your own adverts? (Tick to receive more information from our team)	**No**

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