Instruction to advertise form F108h

Headteacher/Principal action: Once completed, please email this form to jobads@educatorsolutions.org.uk. Returning the form incomplete could result in delays to your advert being placed. The Recruitment Team aim to have all adverts on the Education Job Finder jobs board within 48 hours. However, at peak times, they do prioritise press adverts and work in strict date order of when adverts are received.

If you have any questions about completing this form or want to know advertising deadlines, please contact Educator Solutions HR Services on 01603 307760.

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: (Full postal address including postcode as you want it to appear on advert)	**Toftwood Junior School, Westfield Road Toftwood, NR19 1JB**
Phone number:	01362 694919
Optional details: (Email, website address, Headteacher's name, NOR, age range)	Executive Headteacher Joanna Pedlow NOR 555 (across the federation)
Advertisement details	
Post title:	**1 KS2 Teacher 1 year maternity cover initially**
Have you advertised a similar job 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 only
FOR HR SUBSCRIPTION A CUSTOMERS ONLY **Press adverts – which publication?** Please be aware there is a cost to advertise in the press.	
Date to be advertised:	☐ **ASAP**
Featured job: In addition to the standard listing, placement of the advert on Education Job Finder in the Featured Job box which appears on the front page of the site and Facebook page 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.	☐ Yes Date required ☐ 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: M1 To: M6
Salary period:	☐ **Per annum**
Job type:	☐ **Maternity Cover**
If job is temporary or fixed-term, please provide end date: 31st August 2025	
Job time:	☐ **Full time**
Job weeks: (for non-teaching posts)	☐ Term time only ☐ All year round ☐ Term time + 1 wk ☐ Term time + 2 wks ☐ Term time + 3 wks ☐ Term time + 4 wks ☐ Term time + 5 wks ☐ Term time + 6 wks
If part-time, please provide hours per week or %	
Advert text:	Please provide via separate Word document
Informal discussion details: (optional)	**Please contact the school or email the Executive Headteacher on 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)	Tuesday 6th May
Interview date: (optional)	Week beginning 12th May
How to apply	
Choose application method (choose one only)**:**	☐ Educator Solutions model application form
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 Junior School, Westfield Road, 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.

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How to apply (Continued)	
Please indicate whether the safer recruitment/Childcare (Disqualification) Regulations 2009 wording should be included by ticking the relevant boxes (or you may provide your own). See HR InfoSpace for further information.	☐ **"This federation is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. To this end, you will be required to undergo pre-employment checks."** ☐ **"This post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations."** **Both statements please**

Talent pools	
Redeployment Talent Pool: Please indicate if you would like to receive applications from our redeployment talent pool.	☐ **NO**

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