

Local Recruitment Advert Template

HR / 03a

SECTION ONE

School or Department Name:

Maximum 30 characters including spaces (if you wish to mention your division, this should be done in the body copy)

JERSEY INSTRUMENTAL SERVICE

Job Title:

Maximum 30 characters including spaces, should the job title be longer than 30 characters including spaces/or if it needs to be on 2 lines, the Body Copy word allowance will be reduced

HEAD OF INSTRUMENTAL SERVICE

Child Protection (List 99 Check)

For Education, Sport & Culture Staff only

YES

Exempt from the 5 year rule?

Exempt from the 5 year rule means no residential qualifications required or residency in the Island for the last five years. = if to be included in the Body Copy the word count will be reduced by 6 words.

YES

Body Copy **Strictly 50 words max**

To include:

- ⇒ Brief description of the job
- ⇒ Qualifications required
- ⇒ Experience needed
- ⇒ Personal attributes or competencies

No bullet points please

This field **must not** be left blank

The Department for Education, Sport & Culture is seeking applications from qualified teachers who are music specialists. Applicants must demonstrate extensive experience in an organisation management role, knowledge of educational leadership and a commitment to deliver a high level provision.

Please apply to:

For secondary Teaching Posts only, please note this will be included in the Body Copy word count

School Contact:

Secondary Teaching posts only Max 40 Characters including spaces

Contract Status:

Maximum 20 Characters including spaces i.e. Permanent, Contract etc

Permanent

Hours:

Maximum 20 Characters including spaces e.g. FT: 37 - PT: 15. Term time only can be added in this field too.

Teaching posts only For full time Teachers put FT. For part time Teachers put, for example, 0.5fte

Full Time

Salary:

Maximum 20 Characters including spaces (e.g. per annum, per week, per hour this can be included next to the amount.

Primary Group 1

Deadline (closing date):

Maximum 20 Characters including spaces

8th April 2011

Job number :

(This will be issued by the Recruitment Co-ordinator)

Business Unit and Object Code
Code for advert to be charged to: (JD Edwards) ensure the full code is stated

ELSR00 627100

SECTION TWO

Your name

[REDACTED]

Your telephone number

449471

Post number for HRIS

3628

Details of any further information you would like the candidate to receive sent by email:
(i.e. contract notes/shift pattern example etc)

Job Description x 2
Person Spec

Application form to be used:
(i.e. Standard, Standard - Police Check, Police, Prison, Fire & Rescue and Airport).

Standard – Police Check

Interview date

Shortlisting – 28 April or 2 May
Interview - Week of 23 May

Interview Board:
Please confirm names of the board and they have been asked to attend on the above date?

Yes No

[REDACTED]

Headteacher – Secondary (TBA)

Details of room booked for Interview:

Yes

Will psychometric testing/skills testing be used as part of the interview process?

Yes No

Name and address of who you would like us to send the Candidate Decision Record to:
Posts close @ 5.00pm on the closing date, application forms will be sent to you within two days of the closing date.

[REDACTED]
Human Resources Manager
ESC

Email your completed advert template, information sheet, job description and any additional information to your HR Officer.

HR Officers must send this template to the Recruitment Co-ordinator by 12.00pm on Monday to advertise on the Thursday of that week. workingforjersey@gov.ie