

# Schools Advertisement Form - AD1

School/Academy Name: Marsh Green Primary School	DfES Number : 359/2009
---	------------------------

Which recruitment option do you require? see page 4 for costs.	
1. Candidate applies on line and school manage full recruitment process on line via recruitment system.	<input type="checkbox"/>
2. Candidate applies on line, school/academy view applications online, shortlist and manage outcome of interviews and request references on line all via the recruitment system. The HR Employment Service Centre manage the remainder of recruitment process on line including onboarding (new starters).	<input type="checkbox"/>
3. Advert placement only. All processes managed by school/academy offline, including onboarding.	<input checked="" type="checkbox"/>

Vacancy Details:			
Position Title:	KS2 Class Teacher		
Working hours per week:	Full Time	No of Positions:	1
Permanent:	<input checked="" type="checkbox"/>	Temporary:	<input type="checkbox"/>
Term Time:	<input type="checkbox"/>	Term time weeks per year: (e.g. 38)	
If, temporary, end date:			
Reasons for temporary contract, e.g. covering maternity leave, sickness etc.			
Closing Date:	Monday 5 <sup>th</sup> May 2025	Interview Date:	Monday 19 <sup>th</sup> May/ Tuesday 20 <sup>th</sup> May
If you are using on line management closing dates on a Friday will automatically be changed to the following Sunday at 23:59 hours			
Do you want applicants to complete the Catholic Education Service application form : No			
External publications or websites required:	<input type="checkbox"/>	Details:	

# Schools Advertisement Form - AD1

Salary Details:			
Support Staff Grade:	Qualified Teacher Pay Scale	Qualified Teachers Pay Spine (QTPS) or Leadership Pay Spine:	
TLR (Please state level and monetary amount):		SEN 1 / 2 (please state if applicable):	
Other Allowance (Please specify, e.g. Living Wage Allowance):			

Please complete the section below. This is how your advert will appear on greater.jobs:
<p><b>School Name</b> Marsh Green Primary School  <b>Address</b> Kitt Green Road  <b>Postcode</b> WN5 0EF  <b>Tel:</b> 01942 222016  <b>E-mail:</b> <a href="mailto:headteacher@admin.marshgreen.wigan.sch.uk">headteacher@admin.marshgreen.wigan.sch.uk</a>  <b>Website:</b> <a href="http://www.marshgreenprimary.co.uk">www.marshgreenprimary.co.uk</a></p> <p>Required for 1<sup>st</sup> September 2025</p> <p>Advert text</p> <p><b>KS2 Class Teacher</b></p> <p>The Headteacher and Governors of Marsh Green Primary School wish to appoint a highly effective, enthusiastic and dedicated class teacher.</p> <p>The successful candidate will be:</p> <ul style="list-style-type: none"> <li>• An excellent practitioner with high expectations and standards;</li> <li>• An energetic, talented and enthusiastic person;</li> <li>• Hard working, committed and a dedicated team player;</li> <li>• Welcoming and willing to encourage a strong partnership with parents and the community;</li> <li>• Positive and have an inclusive attitude;</li> <li>• A good knowledge of the supporting children in their learning</li> <li>• Able to lead a curriculum area</li> </ul> <p>In return, we can offer you:</p> <ul style="list-style-type: none"> <li>• Motivated, enthusiastic and well-behaved children;</li> <li>• A supportive team committed to school improvement;</li> <li>• Excellent opportunities for you to further your professional development.</li> </ul> <p>Marsh Green Primary School is a Nurturing school with a strong emphasis on excellence. We need someone who is caring and approachable, who can bring out the best in our children. Enthusiasm, energy and a commitment to the whole team are a must.</p> <p>Application packs can be downloaded from this site. For further information please contact <a href="mailto:bman@admin.marshgreen.wigan.sch.uk">bman@admin.marshgreen.wigan.sch.uk</a> or <a href="mailto:headteacher@admin.marshgreen.wigan.sch.uk">headteacher@admin.marshgreen.wigan.sch.uk</a></p>

# Schools Advertisement Form - AD1



We warmly encourage visits to the school and can offer a walk around on:  
Thursday 24<sup>th</sup> April at 3:30pm  
Tuesday 29<sup>th</sup> April at 9:30am  
Please phone school beforehand on 01942 222016

Closing Date: Monday 5<sup>th</sup> May 2025  
Interviews: Monday 19<sup>th</sup> May/Tuesday 20<sup>th</sup> May 2025

# Schools Advertisement Form - AD1

## Recruiting Manager Contact Details, please complete if choosing options 1 to 3:

The recruiting manager will be responsible for the progression of the job through the recruitment system.

Name of Recruiting manager ( Chairperson):	<input type="text"/>
Position title:	<input type="text"/>
Work base full address:	<input type="text"/>
E-mail address:	<input type="text"/>
Telephone number:	<input type="text"/>

## Panel Member Contact Details, please complete if choosing options 1 only:

Panel members can shortlist and make recommendations to support the recruiting manager in the system but this is not mandatory

Name of Panel Member and position title:	<input type="text"/>
Work base full address:	<input type="text"/>
Email address and telephone number:	<input type="text"/>
Name of Panel Member and position title:	<input type="text"/>
Work base full address:	<input type="text"/>
Email address and telephone number:	<input type="text"/>

## On line Application Management only: Questions the applicant will have to answer before being eligible to apply for the role

In order to receive applications from candidates who meet the job criteria, you should use three or four questions from the essential criteria on your person specification or Job specification as filter questions. This will ensure that candidates who do not meet the job criteria are unable to submit an application. Please choose specific questions around qualifications, skills or knowledge required. e.g., are you a qualified teacher? Do you have recent experience of working with children? etc.

### Filter Questions:

1: Are you eligible to work in the UK? ( Mandatory question )
2:
3:

# Schools Advertisement Form - AD1

4:

## Contact details for Head teacher or School Business Manager:

Name: Mrs T Bayley (SBM)

Telephone Number: 01942 222016

Date: 26/05/2023

Please attach the following documents to the fully completed AD1 form

- Job Description, Role Profile or Job Specification
- Person Specification, not required if you are using a job specification
- Any other supporting documents.

Further information is available at: <http://thehub/MyEmployment/New-employees/Recruitment.aspx>

## Charges (if over SLA allocation)

Option	What is included?	Current Charge (up to 31/08/2017)	Charge (01/09/2017 – 31/08/2019)
1	Candidate applies online and school manage full recruitment process on line via recruitment system.	£200.00	4 adverts included in SLA then £50.00* per advert with a max charge of £500 per year. Offered to schools who recruit frequently
2	Candidate applies online school has option to view applications on line or receive applications via email, HR Employment Service Centre manage full recruitment process on line via recruitment system.	£200.00	4 adverts included in SLA all additional adverts charged at £50.00 per advert*
3	Candidate applies online, school has option to view applications on line or receive applications via email, school manage full recruitment process manually.	£200.00	4 adverts included in SLA all additional adverts charged at £75.00 per advert*
4	Advert placement only with off line application forms, all further processes are manual and are dealt with by school	£75.00	4 adverts included in SLA in year 1 only all additional adverts charged at £75.00 per advert. All adverts are chargeable in year 2 on SLA

# Schools Advertisement Form - AD1



\* The above charges are EXCLUDING VAT – VAT is chargeable for ALL Academies

**Please return the completed form and documents by e-mail to:**  
[managerrecruitment@wigan.gov.uk](mailto:managerrecruitment@wigan.gov.uk)