**eCAPH Members only**

***Proforma for advertising a post on ecaph.org website***

***Please complete all the red text sections in first table. Then Feel free to amend as you wish and return to*** ***enquiries@ecaph.org***

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| ***Title of Job to be Advertised*** | ***Starting date*** |
| **School:** | *name* School |
| **Headteacher:** | *name* |
| **Address:** | *school address* |
| **Telephone Number:** | *phone number* |
| **School Email Address:** | *email*  |
| **School Website Address:** | http://www.*################*  |
| **Position Advertised:** | *Full time, Part-time - Role* |
| **Salary:** | £### |
| **Scale or Grade** | *#### ####* |
| **Closing Date:** | *time and date* |
| **Applications to be obtained from:** | *name* |
| **Applications to be returned via email:** | *name* |
| **Required for** | *a date* |
| **Number on Role:**  | *####* |

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| *Statement about the school and the job role* |

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| *Statement about contract length, type and annual pay / hourly pay* |

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| *Statement about visiting the school; where further information can be sort; interview date* |

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| *#####* School is fully committed to safer recruitment practice. Pre-employment checks will always be undertaken and requested before the appointment is confirmed. All prospective employees are subjected to enhanced DBS disclosure. We are an equal opportunities employer. |

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| An Application Form, Job Description and Person Specification can be downloaded from *###########################* or email the School at *#####################* but must be returned to School electronically via email only to *#########Named person and email address* |