# Advert Request Form (ARF) for

# Local Authority Maintained Schools and Academies

|  |  |
| --- | --- |
| School Name |  |
| School Number | EE  |
| School Address |       |
| School Post code |       |
| Purchase Order number |       |

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| --- | --- | --- |
| Contact details | First Contact | Second Contact |
| Name |       |       |
| Telephone Number |       |       |
| Email address |       |       |

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| --- | --- |
| **Job title or event title** |       |

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| Which [Suffolk Jobs Direct package](https://view.pagetiger.com/sjd-rate-card/2021-1)? | Standard£75 |   | Enhanced£200 |   | Premium£325 |   | N/A |   |
| Add a [Jobs Board Bundle](https://view.pagetiger.com/sjd-rate-card/2021-1) for: | +£349 |   | +£325 |   | +£299 |   | No |   |

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| --- | --- | --- | --- | --- |
| **Publication/s and/or website/s** | Insertion date | Size/ formatAdmin only | Vacancy refAdmin only | Order no.Admin only |
|       | enter the date |       |       |       |
|       | enter the date |       |       |       |
|       | enter the date |       |       |       |
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| **Please detail any additional information or special instructions below** |
|      If suitable, your advert will appear on NQT/ECT or Rising High job site/page free of charge. |

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| **Ack Checked** |       | **Ack sent** |       | **Approved** |       | **Job number** |       |
| **Refreshed** | [ ]  | **Uploaded** |       | **Deadline** |       | **Social boosted** | [ ]  |
| **SJD Charged** |       |  |  |  |  |  |  |

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| **Advertising Team notes** |
|       |

## **Please add your advert text below on page 2.**

Once completed, please email this form and your attachments to:schools.advertising@suffolk.gov.uk

## **Please add your advert text below.**

## **Advert guide**

#### Please use the information included below, as a guide for your advert text or [use this helpful guide.](https://www.suffolkjobsdirect.org/CommonFileStorageFileGrab.aspx?msg=d7Os8TngtJblgRjfTzelhzsARjah6TU8uH%2fEqWbK9gvhs9vxZg0qCe5UzUPQc3IpHsGck1W1g8zG5Fi%2bxDjes%2buC6QNo0wCMny254enyrmKFljYK4Evrauu4Lx1b97KG)

School Name, Town/Village

Job Title

Salary (pro rata if part time or term time only)

FTE (for Teaching Staff) or hours per week and weeks per year (for Support Staff)

Job Type (Permanent/ Temporary/ Fixed Term for xx Months)

What is the main purpose of their role?

What will the job entail?

What are their responsibilities?

Why should they choose your School? What are the benefits about working there and unique selling points?

Detail any essential criteria (eg Qualifications or equivalent)

For an informal discussion only, please contact Contact Name on (01473) xxxxxx.

[Application details and how to apply].

Completed application to be returned to xxxx.

Closing date: 1pm, xx Month 2020.

Interview date: xx Month 2020.