**Template for job vacancy adverts**

<strong>Please note that this position is offered on a fixed term contract of **Length**, **Reason**</strong>

<strong>**Vacancy Title** sought for **Phase of School** school in **Location**</strong>

<strong>Salary: </strong>**Salary Details**

<strong>Position type: </strong>**Position Type**

<strong>To start: </strong>**Start Date**

<strong>For further details or to arrange a school visit: </strong>Please contact **School Contact** on **Telephone Number** or by <a href=mailto:**Email Address**>email</a>

<strong>To apply: </strong>All applications <em>must</em> use the forms supplied below and be submitted using the <em>‘Apply for Job’</em> button below – <strong>please do not submit CVs, as these cannot be accepted</strong>

<strong>Applications close: </strong>**Closing Date**

<strong>Shortlisting: </strong>**Shortlisting Date**

<strong>Interviews: </strong>**Interview Date**

Advert text

A paragraph about the school – please don’t give detailed school histories or the like here; this can be found on your website.

A paragraph about the position.

A paragraph/list of things you are looking for/require from an applicant.

A paragraph/list of things you can offer the successful candidate.