**STANDARD ADVERT REQUEST FORM – SCHOOLS/ACADEMIES**

|  |  |
| --- | --- |
| **SCHOOL DETAILS** | |
| Name of Recruiting Manager: | Tracey Evans |
| Recruiting Manager Contact Number: | 01889 590394 |
| School Name: | Ryecroft C.E. Middle School |
| Please provide DFE number: | 860/4511 |
| Please select the type of school you fall under: | Trust |
| If you are part of a Federation/Trust, please specify the name: | Uttoxeter Learning Trust |
| Address Line 1: | Ashbourne Road |
| Address Line 2: | Uttoxeter |
| Address Line 3: | Staffordshire |
| Address Line 4: |  |
| Post Code: | ST14 5PB |
| **POST DETAILS** | |
| Job Title: | Teaching Assistant |
| Is this position vacant and accurate in your structure? | Yes |
| Cost Centre: | 45110004 |
| Academic subject area (if applicable): | n/a |
| Working Hours: | Full-Time – Term Time only |
| Work Pattern (working days): | Mon - Friday |
| Number of posts available: | 1 |
| Contract Type: | Fixed term |
| Fixed term end date (if applicable): | Summer 2026 |
| Salary Grade: | Grade 3 |
| SCP/Salary Point: | 3 |
| TLR (e.g. TLR 1, £2500): | n/a |
| SEN (e.g. £2,500) (if applicable): | n/a |
| ISR Range (if applicable): | n/a |
| Other Entitlements (if applicable) | n/a |
| **Please select the appropriate job group for your advert** | | |
| School/Academy Teaching  X  School/Academy Support | | |
| **VACANCY CONTACT DETAILS** | |
| Name: | Tracey Evans |
| Telephone Number: | 01889 590394 |
| Email Address: | office@rms.i2e.org.uk |
| **ADVERTISING** | |
| Would you like to advertise this vacancy on WM Jobs for a fee of £30 plus VAT? | YES |
| If you would like to advertise this vacancy in any other specialist publications please list them here and the Employee Resourcing Team will obtain costing for you: | |
|  | |

|  |  |
| --- | --- |
| **Advert Closing Date:** | 7th July 2025 – 12.00pm midday |

|  |
| --- |
| **ADVERT TEXT** *– Please state your advert text here.*  Please ensure that the advert text is well structured, clear and engaging for applicants to read! |
| See attachment |

|  |  |  |  |
| --- | --- | --- | --- |
| **DECLARATION AND AUTHORISATION** | | | |
| By completing this advert request form I am authorising that, in accordance with Financial Regulations, the full cost of the above appointment, if made, can be met from within the school budget.  Please note that your advert will be processed within 4 Working days of us receiving all of the required information. This form should be completed for all advert requests and we will not accept advert requests in any other format.  Please submit your completed advert request form to [schoolsrecruitment@stoke.gov.uk](mailto:schoolsrecruitment@stoke.gov.uk) | | | |
| **Name of authoriser:** | Tracey Evans | **Date Authorised:** | 09.06.2025 |

**Vacancy Reference Number** *(Office Use Only)*: