

## Instruction to advertise form F108h

**School action:** Once completed, please email this form to [jobads@educatorsolutions.org.uk](mailto:jobads@educatorsolutions.org.uk)  
Returning the form incomplete could result in delays to your advert being placed.

We aim to have all adverts on the Education Job Finder jobs board within 2 working days.  
However, at peak times, we do prioritise press adverts and work in strict date order of when adverts are received.

<b>Establishment details</b>	
<b>Name of establishment:</b> (As you want it to appear on advert)	<b>Catton Grove Primary School</b>
<b>MAT or Federation name:</b> (where applicable)	
<b>Address:</b> (including postcode)	<b>Weston Road, Norwich, NR3 3TP</b>
<b>Phone number:</b>	01603 426728
<b>Email address:</b>	office@cattongrove.norfolk.sch.uk
<b>Website address:</b>	http://cattongrove.norfolk.sch.uk
<b>Optional details:</b> (Headteacher's name, NOR, age range)	Mrs C Lorne
<b>Advertisement details</b>	
<b>Post title:</b>	<b>Teaching Assistant, Early Years (temporary)</b>
<b>Have you advertised a similar job before?</b> (Please quote advert reference/details)	Yes
<b>Where is the advert to appear?</b> <i>Please note we can only process press adverts for HR Subscription A customers</i>	<input type="checkbox"/> Education Job Finder only <input type="checkbox"/> Education Job Finder & Job Centre Plus <input type="checkbox"/> Education Job Finder & Press
<b>FOR HR SUBSCRIPTION A CUSTOMERS ONLY</b> <b>Press adverts – which publication?</b> <i>Please be aware there is a cost to advertise in the press.</i>	<input type="checkbox"/> EDP newspaper and website <input type="checkbox"/> EDP website only <input type="checkbox"/> TES website only <input type="checkbox"/> TES newspaper (inc compulsory website fee) <input type="checkbox"/> Other (please specify)
<b>Date to be advertised:</b>	<input type="checkbox"/> ASAP <input type="checkbox"/> Specific date: / /
<b>Featured job:</b> In addition to the standard listing, your advert will appear on the front page of Education Job Finder in the Featured Job box, Facebook, LinkedIn and Twitter for a week-long period beginning late Monday morning. Offered on a first come, first served basis. <b>A week-long slot will be priced as detailed opposite and is in addition to any other costs paid in respect of the standard advert listing.</b>	<input type="checkbox"/> Yes      Date required  <input type="checkbox"/> No  <i>£50 – HR A subscription customers</i> <i>£75 – HR B and F subscription customers</i> <i>£100 – all other customers</i>

<b>Advertisement details (continued)</b>	
<b>Salary range:</b> (Please provide actual salary rates)	From: <b>Scale D</b>
<b>Salary period:</b>	<input type="checkbox"/> <b>Per annum</b> <input type="checkbox"/> Per hour <input type="checkbox"/> Other (please specify)
<b>Job type:</b>	<input type="checkbox"/> Permanent <input type="checkbox"/> Casual <input type="checkbox"/> <b>Temporary/Fixed-term</b> <input type="checkbox"/> Apprenticeship <input type="checkbox"/> Other (please specify)
<b>If job is temporary or fixed-term, please provide end date:</b> <b>17/07/26</b>	
<b>Job time:</b>	<input type="checkbox"/> Full time <input type="checkbox"/> <b>Part-time</b> <input type="checkbox"/> Variable <input type="checkbox"/> Sessional
<b>Job weeks:</b> (for non-teaching posts)	<input type="checkbox"/> Term time only <input type="checkbox"/> All year round <input type="checkbox"/> Term time + 1 wk <input type="checkbox"/> Term time + 2 wks <input type="checkbox"/> Term time + 3 wks <input type="checkbox"/> Term time + 4 wks <input type="checkbox"/> Term time + 5 wks <input type="checkbox"/> Term time + 6 wks
<b>If part-time, please provide hours per week or %</b>	<b>30 Hrs</b>
<b>Advert text:</b>	Please provide via separate Word document
<b>Informal discussion details:</b> (optional)	<b>Please contact the school to arrange a telephone conversation with a Senior Leader, prior to application.</b>
<b>Closing date and time:</b> (recommended as 2 weeks after advert appears, if no time is specified will appear as 23:59)	<b>Friday 16<sup>th</sup> January 2026</b>
<b>Interview date:</b> (optional)	<b>Friday 23<sup>rd</sup> January 2026</b>
<b>How to apply</b>	
<b>Choose application method</b> (choose one only):	<input type="checkbox"/> <b>Educator Solutions model application form</b>  <input type="checkbox"/> Your own application form (please provide) <input type="checkbox"/> Re-direct to your establishment website where you have online application forms (please provide website address)
<b>For application forms, provide details on where to return to when complete</b> (choose all that apply):	<input type="checkbox"/> <b>Email address (please provide)</b> <b>finance@cattongrove.norfolk.sch.uk</b> <input type="checkbox"/> Postal address (please provide if other than recruiting school)
<b>Attach additional information pack to advert:</b> (e.g. job description)	Please provide, ensuring documents are either in a PDF or Word format (no larger than 5MB in size each). Maximum of 2 documents.

**How to apply (Continued)**

**Please indicate whether the safer recruitment/Childcare (Disqualification) Regulations wording should be included by ticking the relevant boxes** (or you may provide your own).

See HR InfoSpace for further information.

“This school/academy is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. To this end, you may be required to undergo pre-employment checks.”

“This post is likely to come under the requirements of the Childcare (Disqualification) Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.”

**Talent pools**

**Redeployment Talent Pool:** Please indicate if you would like to receive applications from our redeployment talent pool.

Yes, please send suitable applications.

**NQT Talent Pool\*:** Please indicate if you would like to receive applications from our NQT talent pool by ticking all teacher training areas that apply.

Please indicate whether you are interested in the NQT Talent Pool, NQT Plus 1 and 2 Talent Pool\*\* or both by ticking the appropriate option/s.

**NQT Talent Pool**

**NQT Plus 1 and 2 Talent Pool**

- Reception (ages 4-5)
- Key Stage 1 (ages 5-7)
- Key Stage 2 (ages 7-11)
- Key Stage 3 (ages 11-14)
- Key Stage 4 (ages 14-16)
- Sixth Form
- Special Schools

Subject(s) (if applicable):

**\* We will send any NQT talent pool applications which may be suitable just before the advert closing date. If we do not have any suitable applications, we will let you know.**

**For customers that do not buy HR subscription A or F, there will be an administration charge of £50 per NQT talent pool search (only payable if we are able to provide you with applications which may match your criteria).**

**\*\* The NQT Plus 1 and 2 Talent Pool is a pool of NQT's who have one or two years experience and are looking for the next step in their career.**

If you have any questions about completing this form or want to know advertising deadlines, please contact Educator Solutions HR Services on 01603 307760.