

Guidance for Schools

In response to frequently asked questions from advertisers, union representatives and applicants, this document has been produced as a guide for schools advertising posts.

Recruitment/retention payments or SEN allowances

Any recruitment payments or SEN allowances should be specified in the advertisement.

Leadership and Leading Practitioner posts

Leadership and Leading Practitioner posts should state the salary ranges or salary for those posts.

Early Career Teachers (ECT's) – previously known as Newly Qualified Teachers (NQTs)

Unless there is a clear and objectively justifiable reason, advertisements should not be placed specifically requesting ECT's, as it could potentially be considered discriminatory under the Equality Act 2010. This is because ECT's are predominantly younger people and so it could be inferred that the school is looking for a younger candidate. Please note that schools in special measures are not permitted to recruit ECTs, except in cases where Ofsted has judged the school to be suitable to host induction.

Teacher Pay Scales

Advertisements should state that schools are seeking to recruit a qualified teacher. The school's Pay Policy and/or the current STPCD (School Teachers Pay & Conditions Document) should be used to determine salary ranges. To avoid any suggestion of discrimination, we would suggest that posts are advertised under the term of 'Teacher Pay Scale' which would incorporate both MPS and UPS scales. The salary range must be clearly stated so as to avoid any confusion for applicants.

Part time staff

For part time teaching posts, the FTE (full time equivalent) should be made clear. Guidance on how to calculate the FTE is available from HR Direct. When salaries are pro rata, it is important to detail the actual amount of salary paid for the post, rather than the full time equivalent. It is also best practice to include details of specific hours required in order to provide clarity for candidates. For support staff, the actual salary paid per year or the number of hours per year and hourly rate would be helpful.

Ability to drive

Adverts referring to applicants being able to drive/holding a driving licence may be open to dispute (if not a genuine occupational requirement of the role). If an applicant were to challenge this statement, it would need to be demonstrated that the duties of the post could not be fulfilled by using public transport, with the use of a "buddy driver" or by another member of staff. To avoid any potential issues, the phrase "Ability to travel according to the needs of the job, with reasonable adjustments, if required, according to the Equality Act" should be used as an alternative.

Number of years' experience

Vacancies should not refer to specific time periods for experience (unless it is a genuine occupational requirement of the role), as this may be open to dispute on grounds of age discrimination under the Equality Act. To avoid any potential issues, "demonstrable" or "significant" experience could be used as an alternative.

ADVERTISEMENT OF VACANCY

Devon Jobs, Recruitment Services, HR ONE, Great Moor House, Bittern Road, Sowton, Exeter, Devon EX2 7NL
Tel: 01392 383000

Please [click here](#) to view our charges.

Deadlines:

- www.devonjobs.gov.uk - Adverts appear online within 3 working days and remain live until midnight on the closing date OR 28 days from insertion, whichever is sooner (additional months can be purchased if the deadline is beyond the maximum 28 days from publish date).
- Printed media - Friday 10am for the following Wednesday to Friday issues (some deadlines may vary).
- Bank Holiday Deadlines - These will be earlier. Please contact [Devon Jobs](#) for details.

IMPORTANT: Please ensure that the grades and salary ranges of all posts are advertised in line with current pay and grading structures. Please contact [HR Direct](#) with any queries. For additional guidance, please see the page above.

Advertiser Details	
Contact Name:	Alison Horn
Tel:	01409 221476
Email:	ahorn@halwill.devon.sch.uk
Website:	
Authority:	Devon LEA
Charge to (<i>payment taken from this information</i>): <i>Devon LEA Schools provide relevant full cost code.</i> <i>Others provide name of organisation and full address.</i>	R8782228A17005

Advert Layout		
Please arrange for this vacancy to be advertised in the requested media below and on www.devonjobs.gov.uk at the earliest opportunity:		
Media including Devon Jobs packages (<i>Newspaper advertising can be costly - a proof and cost will be sent to the school for approval before proceeding</i>)	Media Format	To Appear Week Commencing <i>If received after the deadline, we will place the advert at the next available date, closing dates allowing</i>
Select	Select	7.9.26
Select	Select	
Select	Select	
Select	Select	

Special Instructions (NB - These will not appear in your advertisement): please can this job be featured on your FB Devon jobs
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Vacancy Details	
Job Title:	Federation Administrator
Number of Vacancies:	1
School Name:	St Giles On the Heath
School Location:	St Giles on the Heath
Occupational Group:	Administrative, Secretarial Office Support
Additional Occupational Group (if applicable):	Select
Additional Occupational Group (if applicable):	Select
Job Term:	Permanent
If the post is temporary, please state reason: <i>Any advertisements for temporary posts should clearly state the reason why the post is temporary. This will provide clarity for applicants and may encourage additional candidates to apply for the post.</i> Guidance for Fixed Term Appointments	

Additional Job Term (if applicable):	Permanent
Additional Job Term (if applicable):	Select
Appointment Type:	Select
Additional Appointment Type (if applicable):	Select
Additional Appointment Type (if applicable):	Select
Salary: <i>Non-teaching posts should state the current <u>hourly rate</u> or <u>actual amount paid</u>. Salary Rates and Scales</i>	£14.36 per hour £27,274 (pro rata) actual salary £23,274
If teaching post, state any allowances: <i>Posts offering TLR allowances should state the detail in the format of 'TLR1' or 'TLR2' and specify <u>actual monetary value</u>. There should be no reference to A, B or C classifications, this is in order that standard approach is depicted or displayed, so as to avoid any confusion for candidates.</i>	
Hours per week:	35
Weeks per annum:	39
Closing Date:	Monday 21 st September 2026 - 9am
Interview Date (optional):	
Base Post Code:	PL15 9SD

ADVERT TEXT

Text: We are seeking to appoint a enthusiastic, well-organised and effective front of House administrator working from 8.30am to 4pm (30 minute lunch break) 35 hours per week, Monday to Friday term time only and 5 additional non pupil days which will be worked flexibly to meet the needs of the school and the job. This is a key administration role in a busy and varied role. You will work with a number of stakeholders including staff, parents and pupils dealing with day to day queries, answering the telephone in a welcoming and professional manner and undertaking all administration tasks that are involved with working in a school.

Candidates should demonstrate the following skills and attributes:

- Ability to communicate effectively
- Experience as an effective administrator
- Maintaining high levels of confidentiality and discretion and understand the importance of safeguarding and pupil attendance
- Able to work under pressure

The successful candidate needs to be a good communicator, flexible, personable and adaptable and acting as the first "face" of the school. It is essential they have experience of working in an office environment and can use databases word, excel and powerpoint. You will also be responsible for Social Media, Newsletter and Website. You will be required to have strong IT skills and be able to use a multiple of software and media platforms.

You will need to share the ethos of the school "Aim High, Be Resilient, Look after Each Other" information and application form are available from; www.thecareyfederation.co.uk/st-giles-on-the-heath-primary-school/

The Carey Federation require all applicants to be eligible to work in the UK with no restrictions, as we are unable to offer sponsorship/work visas. This role requires an enhanced DBS disclosure and is subject to satisfactory websites.

Method of Response (please include and check any URLs):

please apply using an application form (no CV's will be accepted) and email to finance@halwill.devon.sch.uk for the attention of Alison Horn Federation Business Manager by Monday 21st September 2026

Submission of Advert request form

Please note:

- Completion of all fields is required to ensure the speedy processing of your vacancy.
- Should you need to cancel the advertisement following its appearance on the website a charge of £15 will be incurred.
- By submitting this form, you are accepting responsibility for ensuring that all of the information contained is correct. The information will be directly replicated in the advertisement, and as the advertisement can form part of the employment contract it is essential that it is an accurate representation of the vacancy.

Email this completed form and any other additional information (logo/pack attachments etc) to devonjobs@devon.gov.uk.