



INSTRUCTIONS FOR PLACING AN ADVERT ON THE DIOCESAN DEPARTMENT FOR EDUCATION WEBSITE

Schools placing an advert for a leadership position should consult the [leadership recruitment guidance](#) for the advertisement checklist.

1. The advert must be in Word or PDF format (we do not upload job descriptions/person specifications)
2. It must include the following:
 - Full address of school and contact details
 - Position advertised
 - Salary information
 - Brief description of school
 - Indication of potential candidate governors wish to appoint
 - Closing date for applications
 - An indication of whether informal visits are welcome prior to making the application
 - Safeguarding statement
 - How to access application packs
 - To whom, where and by what method applications should be returned
 - Contact for queries regarding the job
3. Send adverts by email to education@diocesehn.org.uk indicating when you would like it to be uploaded. Adverts can usually be uploaded within one working day but please understand that this is not always possible.