Supporting Information

External Advert

Newcastle City Council is an Employment Service Disability Symbol user. Disabled job applicants who meet all the essential criteria in the person specification are guaranteed an interview. This positive action on disability is endorsed by all our directorates and is recommended to schools. We welcome applications from suitably qualified people, regardless of their age, ethnic origin, sexual orientation, religion and belief, gender or disability.

To apply for School vacancies please follow the instructions given in the advert.

Newcastle City Council, including all our schools, is strongly committed to safeguarding and promoting the welfare of children and young people, therefore, if a post has an (e) after the job reference number the successful applicant will be required to undertake a DBS disclosure and a range of other recruitment checks. For these posts written references will be taken up and made available to interviewers before the final selection stage; even if you indicate otherwise on your application form.

If a vacancy has an asterisk* after the salary this means that the post attracts the Newcastle Living Wage supplement. In addition to the hourly rate, the post will receive the supplement to bring the hourly rate up to a minimum of £8.25 an hour (unless stated otherwise).

For new appointments salaries start at the bottom of the range given in the advert.

Read the application form carefully before completing. Our managers shortlist against the person specification for each post, so please ensure your application form is completed to reflect this information, give examples.

Once it has passed the closing date all applications will be collated and sent to the recruiting manager for shortlisting if you have not heard back within 6 weeks of this date please assume you have been unsuccessful.

Application details are available in audio, braille and large print on request by telephone: 0191 211 5205, fax: 0191 277 4799 or Minicom: 0191 211 4944. If you have any issues with the application process please email: jobs@newcastle.gov.uk.