

Supporting Information

Internal Advert

To apply for internal vacancies: you must be registered on www.northeastjobs.org.uk and have marked on your profile that you work for Newcastle City Council (this will need to be approved by Employee Services so please allow time for this) once approved you can log in and search for the vacancy, if you search for the vacancy before logging in you will not be able to view the 'apply' button.

Agency workers will need to contact jobs@newcastle.gov.uk for an application form.

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

We are a Disability Confident Employer. 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.

We are 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.

All of our fixed term posts are available as secondments, unless the advert states otherwise, if you are interested in a post on a secondment basis you must gain your managers approval prior to applying.

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 £8.45 an hour

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.



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