

**Business Support Centre**

**Contact BSC Advertising via the below:**

Tel: 0113 37 85216

Email: [bsc.advertising@leeds.gov.uk](mailto:bsc.advertising@leeds.gov.uk)

Dear Customer,

**ADVERTISING ON THE COUNCIL'S JOB SITE**

Thank you for your request to place an advertisement on the recruitment page of the Council's web site. Please note our terms and conditions below for placing your advertisement.

The Council agrees to publish your advertisements on its recruitment web page in return for the sum of £75 + VAT (hereinafter referred to as the "Fee") per advertisement, provided the following conditions are met-

- (i) The advert shall not contain any material which is (in the sole opinion of the Council) of an offensive, discriminatory, religious or political nature, and the Council reserves the right to refuse to publish any advert that it considers contains such material. For the avoidance of doubt the Council may refuse to publish any advert at the Council's discretion
- (ii) The advertisements shall not infringe the Intellectual Property Rights of any third party
- (iii) The Council will only publish an advert that it deems to be suitable, and has sole discretion in this regard
- (iv) The advert wording meet accessibility standards

Your advertisement shall remain on the Council's website for up to 28 calendar days from the date first published. If you wish to advertise for longer there will be an additional charge.

Once the advertisement is published the Fee is non-refundable. By placing advertisements you accept that the Council gives no guarantees that you will receive any applications for the jobs advertised. You can ask the Council to withdraw the advertisements at any time and acknowledge that the Council has no control over the job(s) you have requested to be advertised or the recruitment process undertaken by you.

The Council is reliant upon you as to the accuracy or validity of the information contained in the advertisements and accepts no liability whatsoever for any reliance placed upon the accuracy of those documents by a third party.

For the avoidance of doubt the Council shall not be liable to you or any other person for any loss, damage, costs, expenses or compensation of any kind arising directly or indirectly out of or in connection with any act, delay, error, omission, default or negligence by the Council in relation to the publication of the advert provided.

You acknowledge that the Council does not endorse or support or affiliate with your organisation. Further, you shall not (and shall procure that your staff shall not) hold yourself out as being in any way connected to the Council and shall not do anything which may damage the reputation of the Council or bring the Council into disrepute.

Thank you for your interest in advertising your job with the Business Support Centre, Leeds City Council. If you have any queries in connection with the above please do not hesitate to contact me.

Yours faithfully,

**Nicola Milner**  
**Employment Services Manager**

# Business Support Centre Advertising Booking Form

If you would like to place an advert on the Leeds City Council job site, please complete the information below and email the form to [bsc.advertising@leeds.gov.uk](mailto:bsc.advertising@leeds.gov.uk)

**Cost: £75 +VAT** (please allow 3 working days for your advert to appear on [www.leeds.gov.uk/jobs](http://www.leeds.gov.uk/jobs))

## Contact Details

Full Name of Organisation / School	Guiseley School
Contact Name & Email Address (for queries in relation to publishing this advert)	Amy Dransfield @ <a href="mailto:dransfa1@guiseleyschool.org.uk">dransfa1@guiseleyschool.org.uk</a>
Telephone Number	01943 872315
Invoicing Address (please leave this blank if you are a Leeds City Council Maintained School)	Guiseley School Fieldhead Road Guiseley LS20 8DT
Cost Centre Code (please only complete this if you are a Leeds City Council Maintained School)	
As well as the LCC job site, would you like your advert to appear in any additional publications?	Eteach <input type="checkbox"/> TES <input checked="" type="checkbox"/>  Other <input type="checkbox"/> (please specify here)  (Please note, in addition to the publication's own advertising costs, we charge an extra £80 LCC admin fee for placing additional adverts) (NB: we offer a 10% discount on TES advertising costs)

## Advert Details (Please complete in full)

Advert Live Date	28/06/2024	Advert Closing Date	17/06/2024
	(Please note, jobs advertised for more than 28 days will be charged an additional fee)		
Job Title	Year Manager		
Advert Wording	We are seeking to recruit a dynamic Year Manager to work as part of our pastoral team to secure truly exceptional behaviour and wellbeing for students at Guiseley School. We are passionate about ensuring the highest standards of pastoral care and recognise that excellent behaviour and a commitment to wellbeing is a bedrock upon which the culture of the school is built. We are looking for an individual who shares our commitment to excellence and achieving the very best for all our students.		

	<p>We are a values driven organisation, and our core values of Care, Aspire, Grow, and Succeed sit behind everything we do. The successful candidate will share in our child centred approach to care and ambitious aspirations for each child’s growth and success.</p> <p>Guiseley School is full of exceptional young people. We have an active, visible leadership team, a committed and expert staff body and a robust, effective behaviour system that ensures classrooms are free from disruption. Pastoral teams benefit from clear lines of accountability and the support of excellent SEN and Wellbeing teams. We have just moved into our brand new, state of the art buildings, are over-subscribed in all year groups and have posted record results this year. There has never been a better time to join Guiseley School.</p> <p>The successful candidate will be caring and resilient. They will be detail orientated, a strong communicator and have a flexible approach to work. Guiseley School has a strong vision of success and achievement supported by an excellent professional development to ensure the candidate is able to quickly settle into our ways of working. The successful candidate will be one of five Year Managers and will work under the leadership of a Pastoral Leader and Assistant Pastoral Leader.</p> <p>Salary scales for Guiseley School are part of Leeds City Council’s NJC PayScale’s. Salary information detailed is pro-rated to reflect the ‘take home’ pay for the successful candidate.</p> <p>The role is offered on a full-time, permanent basis from September 2024.</p> <p>Full application details are available via our website:  <a href="https://www.guiseleyschool.org.uk/vacancies">https://www.guiseleyschool.org.uk/vacancies</a></p> <p><b>All applications to be posted or emailed to:</b>  <a href="mailto:hr@guiseleyschool.org.uk">hr@guiseleyschool.org.uk</a></p> <p><b>Closing date: 09:00am, Friday 12<sup>th</sup> July - Interview date: w.c 15<sup>th</sup> July 2024</b></p>
Work Location	Guiseley School
Salary (include pay scale if applicable)	SO1 (£27,710.00 - £29,325.00 per annum)
Hours	<p>(number of hours per week)</p> <p>Full-time X    Part-time <input type="checkbox"/>    State fte if Part-time</p>
Term time only, if applicable (it is a requirement that the term time salary is provided on adverts so candidates are aware of the actual salary)	<p>Yes X    No <input type="checkbox"/></p> <p>If yes, please state:  Term time only % 86.39</p> <p>Term Time Only + 5 days</p>
Contract Type	Permanent (i.e., permanent/temporary/casual/fixed-term)
Registered Charity Number	N/A If you are a Registered Charity and you can provide us with a charity number, you will be exempt from paying VAT.

# Business Support Centre Advertising Booking Form

Purchase Order Number	N/A If applicable
-----------------------	-------------------

Once your advert has been published we will email you a direct link to the live advert on our job site.

Invoices will be sent to the address given above. LCC Maintained Schools will be charged by internal recharge unless you have requested otherwise.

**Thank you for your interest in advertising with Leeds City Council. For further information, please contact the Advertising Team on 0113 37 85216.**