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| **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-

1. 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
2. The advertisements shall not infringe the Intellectual Property Rights of any third party
3. The Council will only publish an advert that it deems to be suitable, and has sole discretion in this regard
4. 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**

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](file:///C:/Users/20040268/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.Outlook/KTVKXKTB/www.leeds.gov.uk/jobs))

**Contact Details**

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| --- | --- |
| Full Name of Organisation / School | Guiseley School |
| Contact Name & Email Address (for queries in relation to publishing this advert) | Iona Inniss – HR Assistant – [hr@guiseleyschool.org.uk](mailto:hr@guiseleyschool.org.uk) |
| Telephone Number | 01943 872315 |
| Invoicing Address  (please leave this blank if you are a Leeds City Council Maintained School) | Guiseley School  Fieldhead Rd  Guiseley  Leeds  LS20 8DT |
| Cost Centre Code  (please only complete this if you are a Leeds City Council Maintained School) | 56282 |
| As well as the LCC job site, would you like your advert to appear in any additional publications? | Eteach  TES  Other  (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)**

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| Advert Live Date | 14th Feb 24 Advert Closing Date: 8th March 24  (Please note, jobs advertised for more than 28 days will be charged an additional fee) |
| Job Title | Exam Invigilator (zero-hour, casual) |
| Advert Wording | Good invigilators can make a real difference to our students during their important exam periods.  Guiseley School is seeking to expand our current team of exam invigilators. Opportunities to invigilate occur during the main examination period from May to June each year. We also have some need for invigilators to assist with our internal examinations, taking place principally during November through to January.  Invigilators need to be team players, reliable and punctual, highly flexible, and able to relate to our students. Successful candidates will be accurate and pay attention to detail, remain calm under pressure and be confident in managing change as and when need arises.  Guiseley School is committed to the very highest standards of student care and achievement and seek outstanding staff who wish to be part of our success. We have a strong vision of success and achievement supported by an excellent professional development programme for all staff.  The role is offered on a casual, zero-hour basis. |
| Work Location | Guiseley School |
| Salary  (include pay scale if applicable) | B3 - £12.59 hourly rate |
| Hours | Full-time  Part-time  State fte if Part-time |
| 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) | Yes  No  If yes, please state:  Term time only % N/A |
| Contract Type | Casual (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. |
| 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.**