This form should be completed to advise us of any positions you would like to advertise on the Leeds City Council website and to book on your behalf on other external publications (if required). Please refer to the supporting guidance notes on how to complete this form.

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| Job Title | Customer Services Officer  Teaching [ ]  Non-teaching [x]  |
| Full School name  | Guiseley School |
| Advert live date | 07/07/23  | Advert closing date 07/08/2023 |
| Cost centre code | 56282 OR School/Academy to be invoiced Yes [ ]   |
| Which publication/s would you like the advert to appear in?  | LCC Website [x]  Eteach [ ]  TES [x]  Other [ ]  (please specify here) SILVER PACKAGE (Please refer to guidance notes for booking administration fees)  (NB **12.5%** discount on TES advert costs) |
| New post created(see guidance notes) | Yes [ ]  No [x]  |
| Pay scale and salary  | C3 |
| Hours per week for non-teaching positions |   | Term time only Yes [x]  No [ ]  |
| Teaching positions | Full-time [x]  Part-time [ ]  State fte if Part-time       |
| Start date | September 2023 |
| Contract type | Please use the dropdown list :  |
| If temporary or fixed term – end date and reason |       |
| Please provide your advert wording | We are seeking to recruit a dynamic Customer Services Officer to manage the school’s customer service provision, working alongside our Business Team to provide an excellent service to our stakeholders. Working within our reception team, the right candidate will have exceptional customer service skills, including, the ability to line manage a small tea. In addition, we are looking for an individual who shares our commitment to excellence and achieving the very best for all our students, working alongside key departments in safeguarding.85.82We 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.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. 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. 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. 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.  |
| **All adverts will include the following safeguarding and equality statements:**Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check.We promote diversity and want a workforce which reflects the population of Leeds. |
| Please indicate how you want the applicant to apply[ ]  Applicant to apply on line at [www.leeds.gov.uk/jobs](http://www.leeds.gov.uk/jobs).[x]  Applicant to download job information & return application to school [ ]  Applicant to contact the school for an application pack by email or telephone |
| **Please attach the job description, person specification and further information (e.g. welcome letter from head teacher) if you would like these attached on the website.** Have you attached a job description and person specification Yes [x]  No [ ]  |
| School address  | Guiseley SchoolFieldhead RoadGuiseley LeedsLS20 8DT |
| School tel. / fax number and website address | 01943 872315 www.guiseleyschool.org.uk  |
| Contact name and email address (for all enquiries) |  Holly Reynolds, HR Managerhr@guiseleyschool.org.uk |

Please return your completed form to the advertising team:

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| --- |
| **Email address:**Bsc.school.advertising@leeds.gov.uk**Telephone number:**0113 39 50715 |