**Royal Greenwich School Vacancy Advertising**

Royal Borough of Greenwich schools and academies are able to advertise their vacancies on the Royal Greenwich careers page which can be found [here](https://royalgreenwichcareers.com/Index.aspx) at a charge of £100 (not including VAT).

If you would also like to advertise on other job boards, please also indicate this. We will inform you of the cost and arrange for the advert to be placed.

Please note that Royal Greenwich post adverts on behalf of schools but do not receive the applications or conduct the interview process.

Academies registered with charity status for advertising can receive advertising services at zero rated VAT rather than 20% VAT. If you have indicated that you have advertising charity status as an Academy you will be contacted to complete a declaration form if your academy has not already done so.

**To enable us to post an advert on your behalf, please provide the information below and use the checklist below to ensure that you send us the required information. Complete adverts sent by Friday will be posted by the following Wednesday.**

Please send this document with the attachments to recruitment@royalgreenwich.gov.uk.

**Please provide the information below:**

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| **Name of School/Academy** | **St Peter’s RC Primary**  |
| **Address of School/Academy** | **42 Crescent Road Woolwich SE18 7BN** |
| **Name of Contact:** | Rachelle Kearins |
| **Contact email:** | ***Sao1@stpeters.greenwich.sch.uk*** |
| **Contact telephone number:** | ***02082650028*** |
| **Are you currently a School or Academy?**  | [x]  **School** [ ]  **Academy** |
| **If you are an Academy, do you have charity status for advertising?**  | [ ]  **Yes** [x]  **No** |
| **Job Details** |
| **Vacancy Job Title:** | MMS  |
| **Advert Live Date:** | 05/09/2025 |
| **Advert Closing Date:** | 30/09/2025 |
| **Job Term:** *e.g. Permanent, Term Time only, Sessional* | 1 year fixed  |
| **Hours** | Click or tap here to enter text. |
| **Salary:** (*from – to)* | SCALE 1 SCP 3 |
| **Additional Allowances or Local Agreements** *(if applicable)* | Click or tap here to enter text. |
| **Link to school website** | [St Peter's RC Primary School - Home](https://www.stpeters.greenwich.sch.uk/) |
| **Email or website of whom/where candidates can contact for more details or to get an application form**  | Sao1@stperters.greenwich.sch.uk |

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| **Advertising Options** |
| **How is this role to be advertised?****The Advertising Packages Menu can be found** [**here**](file:///%5C%5Cgreenwich.council.local%5CGD%5CFinance%5CHR%26OI%5CHR%20General%5CAGENCY%20AND%20RECRUITMENT%20TEAM%5CINVOICES%5CCredits%5CAdvertising%20Packages%202019.pdf) *(Please indicate your preferred advertising package by ticking as appropriate. Please note the Royal Greenwich careers website option is required)***.**  | [x]  **Royal Greenwich careers website (£100) (required)**[ ]  **Guardian Online (£850)** [ ]  **Jobs Go Public (£500)** [ ]  **LocalGov Jobs (£350)**[ ]  **LinkedIn (£300)** **Other (please specify and a quote will be provided. Please note that a £50 admin charge will be added to this quote on your invoice):** Click or tap here to enter text. |
| **Please indicate if you would like to use Enhanced Recruitment Tools to make your advert more prominent on the RBG website** | **An explanation of these tools can be found on the** [**Advertising Packages Menu**](file:///%5C%5Cgreenwich.council.local%5CGD%5CFinance%5CHR%26OI%5CHR%20General%5CAGENCY%20AND%20RECRUITMENT%20TEAM%5CINVOICES%5CCredits%5CAdvertising%20Packages%202019.pdf)[ ]  **Jobs of the Week tool (£50)** [ ]  **Featured Jobs tool (£25)**  |

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| **Attachment Checklist** |

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| **Item**  |  |
| **I have attached a full advert**  | [x]  **Yes** [ ]  **No** [ ]  **N/A** |
| **I have attached a PDF version of the Job Description and Person Specification as separate documents\*** | [x]  **Yes** [ ]  **No** [ ]  **N/A** |
| **I have attached a copy of the application form** (optional) | [x]  **Yes** [ ]  **No** [ ]  **N/A** |
| **I have attached the school logo** (optional) | [ ]  **Yes** [x]  **No** [ ]  **N/A** |

\*Please also ensure there is no mention of specific number of years’ experience (please use wording such as substantive; extensive, significant) or sickness record included on the Person Specification or Job Description.

*Please note that you will receive an invoice from Royal Greenwich with the appropriate charge. By completing this form, you are agreeing to the charge as listed above. Invoices are due on demand. If invoices remain unpaid, future requests for advertising will not be processed.*