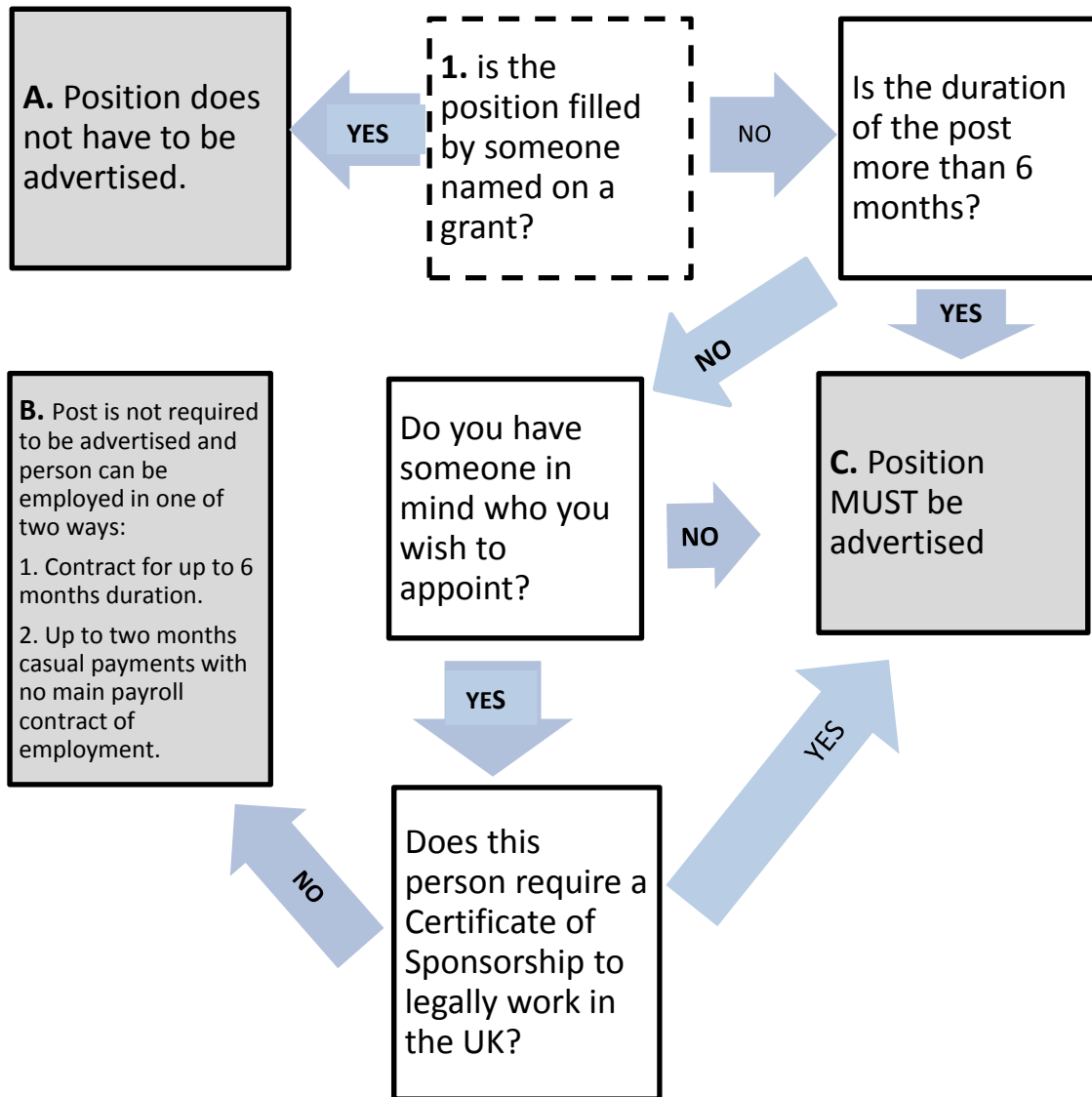


Flow Chart to determine if Advertising is required

Under most circumstances all new or replacement posts must be advertised. The flowchart below assists with determining when a position is required to be advertised.



A. If a person is named on a grant, then the position does not have to be advertised. However, this does not eliminate the need to create a job description and grade the job. A certificate of sponsorship application must be applied for if the prospective employee is not legally entitled to work in the UK. Further information on the process of creating a contract of employment for a person named on a grant can be sourced from the School HR team.

B. If a position will be less than 6 months in duration and you have someone in mind who you wish to appoint, then advertising is not required as long as the prospective employee is legally entitled to work in the UK and does not require a certificate of sponsorship. A job description must be written and graded.

If the post is not required to be advertised, the person can be employed in one of two ways:

1. Contract of employment for 6 months or less. If there is any possibility that the position will be extended beyond 6 months then it is highly recommended that the vacancy be advertised.

2. Employed on a casual basis of up to 2 consecutive payments.

Further information on the process of appointing an individual on a contract of employment for less than 6 months or on a casual contract can be sourced from the School HR team.

C. If a position will be advertised, please return to webpages for information on the advertisement, recruitment, interview and selection processes.