



## Recruitment Service

### – Advertising and pre-employment checks

The service can advise you about the best place to advertise your vacancy to maximise response. The service secures advertising in publications at a discounted rate and also places adverts on the County Council's website. The service has moved to an online system for processing electronic Disclosure and Barring Service (DBS) checks, which has resulted in disclosures being received in 7 days on average.

### What we offer

- Standard check\* – for spent and unspent convictions, cautions, reprimands and final warnings.
- Enhanced check\* – includes the same as the standard check plus any additional information held by local police that's reasonably considered relevant to the role being applied for.
- Advertising of teaching and non-teaching posts and placement of all adverts on the Nottinghamshire County Council website. This is a set cost.
- Placement of advert in local and national publications and external websites as requested. Media discounts obtained by the Council will be passed on to the school. (Cost of advert plus 8%).
- Complete artwork can be produced by the Council's Design and Print unit and will be charged (invoiced) separately at a set cost. (Cost of advert plus 8%).

[www.nottinghamshire.gov.uk/schoolsportal](http://www.nottinghamshire.gov.uk/schoolsportal)

### Costs

\*Note NCC administration charge will apply to both.

The charges are set by the DBS and may be subject to annual increase. The DBS do not charge for checking volunteers, although the NCC administration charge is still applicable.

“HR Business Partners are very efficient at following up enquiries, and will usually email or call to check how a situation has progressed. We have found them an invaluable service.”

Headteacher  
The Primary School of St Mary and St Martin



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