*LSE is committed to building a diverse, equitable and truly inclusive university*

**<Department>**

**<Job title>**

**Salary from £xx,xxx to £xx,xxx pa inclusive with potential to progress to £xx,xxx pa inclusive of London allowance**

**OR**

**Salary is competitive and not less than £xx,xxx** (this should be bottom of the pay band) **pa inclusive of London allowance <(pro rata)>**

**<This is a fixed term appointment for x months/years and/or is part time for x hours/days per week>***(no need to include status details for full time and/or permanent posts)*

<Introduction>Ideally not more than 3 lines about the Department and/or post.

<main duties and responsibilities of the post> Insert one or 2 sentences to describe the main duties and responsibilities of the post.

<Candidates should have>Identify 3 or 4 points on key skills required or areas of specialism – for consistency use the same wording as on the Person Specification.

We offer an occupational pension scheme, generous annual leave, hybrid working, and excellent training and development opportunities.

*For further information about the post, please see the how to apply document, job description and the person specification.*

**To apply for this post, please go to** [**www.jobs.lse.ac.uk**](https://jobs.lse.ac.uk/)**.** If you have any technical queries with applying on the online system, please use the “contact us” links at the bottom of the LSE Jobs page. Should you have any queries about the role, please email <departmental email address>.

**The closing date for receipt of applications is XXX (23.59 UK time). Regrettably, we are unable to accept any late applications.**

**Important note regarding DBS, add if applicable. If you are unsure, please speak to your HR Adviser.**

“This position will be subject to <<a standard>> or <<an enhanced>> Disclosure and Barring Service (DBS) check. Any offer of employment made is conditional on receipt of a satisfactory DBS check.”

**Important note regarding visa sponsorship**:

As part of recruiting for the role, the advert needs to clearly state how you are going to select the candidate. Your advert must clearly state all the following information:

1. The job title
2. The salary range (and any supplements if applicable)
3. The main duties and responsibilities of the post
4. The skills, qualifications or experience required for the role
5. The location of the job

Note: This is only required if the post will be based at a location other than the main LSE campus

1. The closing date for applications

In addition, the skills, qualifications or experience that you state in the advert must be consistent with the criteria that you state in the person specification.

If is a PSS role, you will need to make a business case at the appointment stage. For more information and how to ensue your recruitment campaign meets the criteria, please review our [visa sponsorship](https://info.lse.ac.uk/staff/divisions/Human-Resources/Immigration/Visa-sponsorship) page.

Insert if Teaching Fellow or LSE Fellow: *An LSE Fellowship is intended to be an entry route to an academic career and is deemed by the School to be a career development position.  As such, applicants who have already been employed as a LSE Fellow for three years in total are not eligible to apply. If you have any queries about this please contact the HR Division.*