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**STAFF APPOINTMENT AUTHORISATION FORM**

This form is to be used for approval to recruit or reappoint a member of staff or to renew or extend a contract. It applies to all categories of staff (permanent, fixed term, temporary, casual and consultant) regardless of the source of funding. Each post requires an individual form.

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| **What is the name of your School?** |
|  |

**Post Details – Head teacher to complete**

|  |  |  |  |
| --- | --- | --- | --- |
| Title of the post or details of the requested contract change |  | | |
| Is the post or contract change specified in the budget? | Yes  No | | |
| If the request is not in the budget:   * What will the impact on the budget be (£)? * How will the post be funded? |  | | |
| Please provide a brief summary of the post: |  | | |
| Anticipated start date for the appointment: |  | | |
| Anticipated end date for the appointment, if applicable: |  | | |
| Salary range for role | Min (£) | Max (£) | |
|  |  | |
| Tick all boxes that apply:  Full-time Part-time Full-year Part-year Permanent Fixed Term Temporary Casual | | | |
| **If part-time,** number of hours worked per week |  | | |
| **If part year,** number of working weeks per year |  | | |
|  | | | |
| Please select what best describes the reason for filling the role or requesting the change: | Recruit to an existing permanent post (like for like replacement)? | |  |
| Recruit to an existing fixed term contract? | |  |
| Recruit a new permanent post? | |  |
| Recruit a new fixed term contract? | |  |
| Extend a fixed term contract? | |  |
| Change of existing post? | |  |

**Funding Details**

|  |  |
| --- | --- |
| If the appointment or funds are of limited duration please specify: |  |
| Funding body: |  |
| Date funds effective from: |  |
| Date funds effective to: |  |

**Supporting Statement – Head teacher**

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| **Please refer to the following in the post justification below:**  Could the appointment be deferred? If not, why not?  Is there potential for reallocating duties to existing staff and reducing the FTE?  Is there any overlap with functions carried out in other parts of the school?  Could the role be fulfilled by temporary/contract resource whilst process review is being carried out? |

**Post Justification - Head teacher**

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| Briefly summarise the benefits of recruiting to the post (please refer to questions above)  Briefly summarise the risks of not recruiting to this post |

**Head teacher**

Name:

Signature: Dated:

**Once fully completed, please send this form to your School Business Manager. If your School does not have a School Business Manager, please send the form to** [**staffing@plymouthcast.org.uk**](mailto:staffing@plymouthcast.org.uk)

**Office Use Only**

|  |  |
| --- | --- |
| Date Application Received |  |
| Date Actioned |  |
| Date Decision Sent to School |  |

**School Business Manager**

|  |  |
| --- | --- |
| Budget Implications Assessed | **Yes  No** |
| Authorisation Required from Karen Cook? | **Yes  No** |
|  | |
| **If required,**  Date Application Sent to Karen Cook |  |
| Date Decision Made |  |
| Karen Cook Decision | Application Not Authorised  Application Authorised |

**Application Outcome**

Application Not Authorised

Application Authorised  Payroll Reference Number: