# Looking to recruit? When seeking approval for your vacancy, you should provide the information contained in the tables below. The vacancy should be approved in accordance with the Schools Scheme of Delegation. This document should be retained in school as evidence of due diligence in your vacancy approval process. It is not required by Integra Schools HR to process your vacancy.

**1: Post/Role Information**

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| **School:** | **Post Title & No.:** |
| **Type of request**  Like for Like Replacement  New post (additional to current establishment)  Permanent  Fixed term/temporary  Other  Please specify if ‘other’ ………….………………………………………..  Name of current or previous post holder unless this is a request for a new post :…………………………………………… | |
| **Reasons for the Recruitment Activity**  \*If FTC or temporary – reason for the post (*e.g. pending a review of curriculum timetabling requirements, budgetary reasons, etc.)* ………………………………………………………………….……………………………………………………………………… | |
| **Support staff**  Grade: .… Hours per week: …. Has there been a check on grade with HR? Yes  No  AYR  TTO  If TTO, please specify the number of weeks worked **excluding** INSET days….... | |
| **Teaching staff**  Full-time (32.5 hours per week)  Part-time  If part-time please specify the hours per week …..…..  (please attach the timetable for part-time teachers if available)  Department: …………………..  If this is a leadership post, then please provide the individual salary range. From L… to L…  TLR if applicable TLR1  TLR2 TLR3  Amount £………….  If a TLR is requested, is the TLR currently in the school structure? Yes  No | |
| **Anticipated start date (end date if applicable)**  Date for post to start: ……./……./………. End date if FTC/temporary: ……./……./.......... | |
| **Key responsibilities** (please attach the job description and person specification)  ………………………………………………………………………………………………………………………….…………………………………………………………………………………………………………………………………………………………. | |
| **Name of Recruiting Manager if other than the Headteacher:**  …………………………………………………………………………………………………………………………………………. | |

**2: Has the following been considered in terms of possible savings?**

* Is there a need for this vacancy? Yes  No
* Could it be filled on a fixed term/temporary basis? Yes  No
* Could it be combined with another role? Yes  No

**3: Why do you need this post to be filled/ the change to be actioned?**

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| **Reason for the post or the change and implications if not filled/actioned:**  ....................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................  .................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................... |

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| **Financial implications- for completion by the SBM**: (*e.g. within the current year school budget, no additional cost)* …………………………………………………………………………………………………………………………………………..…………………………………………………………………………………………………………………………………………  Signed: ……………………………………………………….. Dated: …………………… |
| **Head Teacher approval to fill the vacancy**:  *(for some senior posts you may wish to require the Chair of Governors to approve)*  Signed: Dated: |

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