**REQUEST TO RECRUIT**

**FORM**

**NEW POST**

The Request to Recruit form has to be completed by the Recruiting Manager in the first instance once a new post has been created. A post will not be advertised until the RTR form is completed and approved by the relevant authorities.

Please complete all relevant sections and send a fully signed copy of the form to [recruitment@reachsouth.org](mailto:recruitment@reachsouth.org)

**Finance Approval** - **Please ensure your Executive Business Manager completes this section as confirmation the new post is in the budget.**

**Executive Approval is required PRIOR to sending across to** [**recruitment@reachsouth.org**](mailto:recruitment@reachsouth.org)

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| **SECTION 1** | |
| Hiring Manager (please insert the name of the  Person requesting the vacancy be filled |  |
| Contact Details (email and phone number) |  |
| Start Date: |  |
| Vacant Position Job Title: |  |
| Staff Group: |  |
| Qualified Teacher Status Required: |  |
| No of Posts: |  |
| Job Reference: |  |
| Location/School: |  |
| Type of Contract |  |
| Grade of Post (support staff only) |  |
| Salary Scale: |  |
| Salary Range: |  |
| Additional Allowance (Teachers only): |  |
| Full time / Part Time / Term Time: |  |
| No of Hours per week (or FTE): |  |
| Working Pattern (Days and Times) |  |
| No of Weeks per annum (if term time): |  |
| End Date (if applicable): |  |
| Business Rationale for appointing to vacancy: |  |

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| **SECTION 2 – HEADTEACHER APPROVAL FOR RECRUITMENT TO ROLE**  **Please complete this section for all roles within the school, excluding teaching supply or agency staff** | | | | | | | |
| **I approve the request to recruit to this role:** | | | **Yes** |  | | **No** |  |
| **Comments: Please include any instructions for the recruiting manager:** | | | | | | | |
|  | | | | | | | |
| **Full Name:** |  | **Signature:** | | |  | | |
| **Date:** |  |

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| **SECTION 3 – EXECUTIVE BUSINESS MANAGER/FINANCE APPROVAL**  **Please complete this section to confirm the post is in the budget** | | | | | | | |
| **I confirm the post is in the budget** | | | **Yes** |  | | **No** |  |
| **Comments: Please include any instructions for the recruiting manager:** | | | | | | | |
|  | | | | | | | |
| **Full Name:** |  | **Signature:** | | |  | | |
| **Date:** |  |

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| **SECTION 4 – EXECUTIVE APPROVAL**  **Please complete this section where the request to recruit a new senior leadership team role within the**  **School.** | | | | | | | |
| **I approve the request to recruit to this role:** | | | **Yes** |  | | **No** |  |
| **Comments: Please include any instructions for the recruiting manager:** | | | | | | | |
|  | | | | | | | |
| **Full Name:** |  | **Signature:** | | |  | | |
| **Date:** |  |

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| **RECRUITMENT PLANNING** |

Once Sections 1 - 4 are completed and the form is signed please complete section 5, 6 and 7 and return the full form to [recruitment@reachsouth.org](mailto:recruitment@reachsouth.org)

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| **SECTION 5 – PLANNED RECRUITMENT DATES** | |
| Date of Advert (please give 2 working days notice): |  |
| Contact Name, Email and Tel No for Visits/Contact: |  |
| Advertising Closing Date: |  |
| Shortlisting Deadline Date: |  |
| Interview Date(s): |  |
| Time Slots for Interview: |  |
| Contact Name: |  |
| Contact Email: |  |
| Contact No: |  |

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| **SECTION 6 – INTERVIEW PANEL MEMBERS** | |
| **Chairperson** | |
| Name: |  |
| Email Address: |  |
| Telephone No: |  |
| **Panel Member 1:** | |
| Name: |  |
| Email Address: |  |
| Telephone No: |  |
| **Panel Member 2:** | |
| Name: |  |
| Email Address: |  |
| Telephone No: |  |

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| **SECTION 7 – ADVERTISING STRATEGY** | |
| Reach South Website |  |
| School Website (School will arrange this) |  |
| DfE free advertising website (educational roles only) |  |
| Other Advertising Media (there is no central budget for advertising costs. The school will be required to raise a requisition for external adverts where there is a cost attached and include a **purchase order number** with this form. | Details of other advertising media required (i.e. Devon Jobs):  Purchase Order No: |

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| **NEXT STEPS** | |
| When the above has been completed please send to [recruitment@reachsouth.org](mailto:recruitment@reachsouth.org) along with the information noted below: | |
| **Attached Documents:** | |
| Request to Recruit Form (scanned wet signature or email from approver) |  |
| Recruitment Plan |  |
| Electronic Job Description (PDF or Word) |  |
| Person Specification (PDF or Word) |  |
| Draft Advertisement |  |