**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

**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**

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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

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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 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 |[ ]