

Essential Information for Recruitment Services for Headteacher/Deputy Headteacher

Appointments

Please complete all sections.

School Improvement Adviser information – complete relevant sections and grey out others.

Organisation	Name of adviser	Email	Telephone number
Lancashire School Improvement Service (for schools that purchase SSG/SLA)			
Diocesan adviser			
External school improvement service (for schools that purchase an SLA other than Lancashire)			

School Name	School number	Number on roll (must be completed)	HT or DHT post	Start date

	Initial meeting	Advert publication	Closing date and time	Shortlisting: date, time, venue	Interview: venue, date
Agreed Dates					

Individual School Range (HT)/ Individual Pay Range (DHT)

Agreed Pay Range	L ____ to L ____ (8 points for HT) (6 points for DHT)
Additional Payment value (HT only)	

Governor Decision re References – Tick to show option decided on at shortlisting meeting. HR will send references directly to the school adviser via email and Chair of Governors (via Governor portal). Further distribution would be by adviser or Chair.

References seen prior to interview by CoG and advisers and then shared with appointing panel for preferred candidate.	References seen prior to interview by CoG and advisers, and shared with appointing panel on interview day prior to interviews commencing.	References seen prior to interview by all appointing panel.

Safeguarding Checks (online and verification of references) check - who will undertake these checks ONLY on shortlisted candidates on behalf of the appointing panel. This should be someone not on the panel; their information should then be shared with Chair of Governors and the school adviser. The Chair of Governors to ensure accurate information is conveyed about this recruitment task.

Name of person undertaking the check	Job title/role in school

Advert (additional advice available from purchasingcorporate@lancashire.gov.uk or tel: 01772 536464

Governor Contact for Advert proof reading	Name:
	Email: (essential):
	Phone

Publication

Lancashire website	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>One fee for as many weeks as required. No additional cost for attachments. Lancashire Recruitment will do this on behalf of school.</i>
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DfE "Find a Job" Service	Yes <input type="checkbox"/> No <input type="checkbox"/> Who in school will complete this? X
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TES	Who in school will complete this?		
TES online	Yes <input type="checkbox"/> No <input type="checkbox"/>	TES paper	Yes <input type="checkbox"/> No <input type="checkbox"/>
Basic Subscription	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>One off Advert Basic</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Enhanced Subscription	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>One off Advert Online Attraction</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Premium Subscription	Yes <input type="checkbox"/> No <input type="checkbox"/>		

Diocesan website	Yes <input type="checkbox"/> No <input type="checkbox"/> (Please state website) Diocesan adviser to action this.
Diocesan paper	Yes <input type="checkbox"/> No <input type="checkbox"/> (Please state paper) Diocesan adviser to action this.

Other publication(s) or websites	
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Which logos are to be included?	School	Yes <input type="checkbox"/> No <input type="checkbox"/>
	LCC	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Diocese	Yes <input type="checkbox"/> No <input type="checkbox"/>

Information to be sent to candidates

Item (list below are only suggestions)	Person responsible for writing/producing it	Person responsible for sending to HR Recruitment via email to: schoolsrecruitment@lancashire.gov.uk
Welcome Letter		
Letter from pupils		
School Staff Attendance Policy		
Person spec		
Job description		

Which application form is to be used?	Lancashire	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Diocesan	Yes <input type="checkbox"/> No <input type="checkbox"/> (please state which)

Date by which advert, all information need to be with Recruitment (at least 4 working days before the first advert is due to published as it takes HR 24-48 working hrs to check and upload to LCC, and TES a further 24/48 working hrs to upload to TES)	
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Have Governors specified a page or word limit for candidate's supporting statements?	No <input type="checkbox"/> Yes <input type="checkbox"/> If YES : Specify PAGE LIMIT _____ WORD LIMIT _____
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Governor Participation

Names of all governors involved in the process (please indicated the Chair of Governors)	
Names of governors not involved in process	
Names of governors TBC	

Applications to be issued to Governors and School Adviser:

Preferred Method	<input type="checkbox"/> Electronic copy via GovernorHub <input type="checkbox"/> Electronic copy via Schools Portal only (will show in 48 working hours)
Secondary Method	<input type="checkbox"/> Emailed to a secure school email address*. Specify address: <small>* Chair of Governors for HT appointments, HT for DHT appointments</small>

Additional adviser support

Name of additional adviser	Contact details	
NB: If additional adviser requires email copies they must supply a secure work related email address	Email	
	Phone	
NB: If additional adviser requires email copies they must supply a secure work related email address	Email	
	Phone	

Contact Details for Recruitment Service:

Email: schoolsrecruitment@lancashire.gov.uk

Telephone: 01695 587163