**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 SISG/SLA) |  |  |  |
| Diocesan adviser | Pam Carter | Pam.carter@blackburn.anglican.org | 07715423017 |
| External school improvement service **(for schools that purchase an SLA other than Lancashire)** | Alison Mitchell | amitchell@dbeservices.co.uk | 07891307743 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School Name | School number | Number on roll **(must be completed)** | HT or DHT post | Start date |
| Great Harwood St Bartholomews Parish CE Primary School | 11038 | 176 | DHT post | 22.4.25 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Initial  meeting | Advert publication | Closing date and time | Shortlisting: date, time, venue | Interview: venue, date |
| Agreed Dates | 08.01.25 | 13.01.25 | 3.2.25 at noon | 11.2.25 – 6.30pm at the school | 27.2.25 – venue tbc |

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

|  |  |  |  |
| --- | --- | --- | --- |
| Agreed Pay Range | L 4 | to L 9 | (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. |
|  |  |  |

**Online 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** |
|  |  |

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Governor Contact for Advert proof re | | | | | | | ading | | | Name: Sarah Irvine | | | | | | |
| Email: (essential): head@st-barts.lancs.sch.uk | | | | | | |
| Phone 01254 884534 | | | | | | |
| **Publication** | | | | | | |  | | | | | | | | | |
| TES online | | | | | Ye | | s No x | | | TES paper | | | | Yes No x | | |
| Basic  Subscription | Yes No x | | | | | |  | | | *One off*  *Advert Basic* |  | | | | | |
| Yes |  | No | | x |  |
| Enhanced  Subscription | Yes No x | | | | | |  | | | *One off*  *Advert*  *Online*  *Attraction* | Yes No x | | | | | |
| Premium  Subscription |  | | | | | |  | | |  |  | | | | | |
| Yes |  | No |  | |  |
| Lancashire website | | | | | Ye | | s |  | No | *One fee for as many weeks as required. No additional cost for attachments* | | | | | | |
|  | x |  |
| Diocesan website | | | | | Ye | | s x No (Please state website) Diocesan adviser to action this. | | | | | | | | | |
| Diocesan paper | | | | | Ye | | s No x (Please state paper) Diocesan adviser to action this. | | | | | | | | | |
| DfE "Find a Job" Service | | | | | Ye | | s x No Who **in school** will complete this? S Irvine | | | | | | | | | |
| Other publication(s) or websites | | | | |  | |  | | | | | | | | | |
| Which logos are to be included? | | | | | | |  | | | School | | | | | Yes x No | |
| LCC | | | | | Yes No | |
| Diocese | | | | | Yes x No | |

**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 | Peter Bell | Sarah Irvine |
| Letter from pupils | Sarah Haworth | Sarah Irvine |
| School Staff Attendance Policy | Sarah Irvine | Sarah Irvine |
| Person spec | SarahIrvine | Sarah Irvine |
| Job description | Diocese | Sarah Irvine |

|  |  |  |
| --- | --- | --- |
| Which application form is to be used? | Lancashire | Yes No |
| Diocesan | Yes x No (please state which) Blackburn |

|  |  |
| --- | --- |
| Date by which advert, all information needs 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)** | 09.01.25 |

x

Ha

ve Governors specified a

**page**

or

**word**

limit for

candidate's supporting statements?

**No**

**Yes**

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) | Peter Bell – COG  Sarah Irvine- HT  Sarah Haworth  Gail Russo  Debs Campbell  Trevor Thompson  Roy Early  Ross Shekleton  Brenda Anthony  Ned Dave |
| Names of governors **not** involved in process |  |
| Names of governors TBC |  |

**Applications to be issued to Governors and School Adviser:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Preferred Method** | **Electronic copy via Schools Portal only (will show in 48 working hours)** | | | | |
| **Secondary Method** |  | x | **Emailed to a secure school email address\*.**  **\* Chair of Governors for HT appointments, HT for DHT appointments** | **Specify address:** | **head@st-barts.lancs.sch.uk** |
|  |  |

**Additional adviser support**

|  |  |  |
| --- | --- | --- |
| Name of additional adviser | Contact details | |
| **NB: If additional adviser requires email copies, they must supply a secure workrelated email address** | Email |  |
| Phone |  |
| **NB: If additional adviser requires email copies, they must supply a secure workrelated email address** | Email |  |
| Phone |  |

Contact Details for Recruitment Service:

Email: schoolsrecruitment@lancashire.gov.uk

Telephone: 01695 587163

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