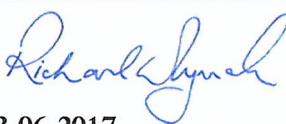
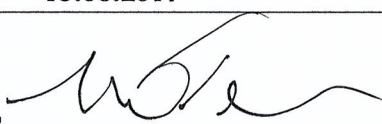


RECRUITMENT AUTHORISATION FORM

This form should be completed and submitted to the Head of Department along with a Job Description and Person Specification.

Line Manager: Richard Whymark	
Section of School: KEJ	Department: KEJ Maths
Proposed Job Title: Head of KS3 Maths	
Job Description Attached:	YES / NO
Person Specification Attached:	YES / NO
This is a:	NEW POSITION* / REPLACEMENT POST
Hours of Work: Full Time	
Financial Implications: KES scale (secondary)	
Does the post require specialised advertisement? Yes – TES via package	
Date to be advertised	13.06.17
Closing date for Applications (minimum of 14 days from advertisement date)	27.06.17
Interview Date (minimum of 7 days from close date)	03/04.07.17
Preferred start date and start time (DBS can take up to 2 months)	Michaelmas 2017 – More likely January 2018
Signed by Line Manager: 	
Date:	13.06.2017
Approved: Yes/No Signed by Principal: 	
Date:	13.6.17

* If a new position, requiring funding, please provide a full cost business case.

Once approved (or refused), please send the original to the Personnel Co-ordinator, and a separate copy each to the Line Manager and PA to the appropriate Head of Section.

Recruitment Authorisation Form	Page 1 of 2	Version 1	19/09/14	Author: Ruth Buckley
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