



## HR - Recruitment

### Request to fill vacant job - Schools

Please download complete this form electronically - drop down options are available for some fields

Job title (as per job description)

**Jobs descriptions and employee specifications are available to download from OneHub. If there isn't a job description and/or employee specification that is suitable, please contact HR for advice.**

Reason for recruitment, eg leaving

Previous job holder's name

Previous job holder's SAP position number

Date of leaving

If this person was on a fixed term appointment, please provide the planned end date

**For support staff jobs only** - If you are not using a model job description that has been graded by Kirklees grading panel, then please attach the job description and employee specification you wish to use. If the job description has not been graded, it will not be advertised until formal grading has taken place.

Has the attached job description been graded by Kirklees grading panel?

Quantity of jobs

School name

Federation/MAT name (if applicable)

Headteacher

Support staff weekly hours  
eg 10h 20m

Teachers - please enter contract  
percentage eg Full Time = 100%

Grade (pay scale)

**Support staff** - Is the job

Term time only plus

Inset days

Term time only plus

days during the school holidays

Full time (52 weeks including holiday entitlement)

Contract type (please select)

Cost centre

Linked to a specific pupil? (please select)

**Fixed term appointments and secondments only:**

Start date

End date

Reason  
(please select)

**Desired advert (please select)**

Use standard wording (support staff only)

Use advert provided separately

**Desired media - please tick all required**

Kirklees website

Dewsbury/Mirfield Reporter

TES:

Huddersfield Examiner

Batley and Birstall News

TES support staff  
(free of charge)

Other (please select)

All adverts are placed on the Kirklees website unless otherwise stated. The deadline is Friday to appear on the website the following Friday.

Specify insertion date of advert if the next available date is too soon:

Specify closing date of advert if not standard two weeks:

School email address for completed applications:

**Schools that have signed up to the Surplus Staff Partnership Scheme (Schools Deployment):**

On a Monday, your adverts will be made available for staff on Schools Deployment to match to. Where a match is made to a job, deployees should be given priority consideration. Where there is no match made to a job, the advert will be automatically placed.

Please ensure that you have included the relevant documents in order for your request to be dealt with efficiently:

Job description\*

Advert wording\*

Letter from Headteacher

Person specification\*

Information about school

Other

\* required for all jobs

**School contact details**

School recruiting lead

Job title

Contact number

School website address

Date

Please download, complete, save and then return this form via email to [jobs@kirklees.gov.uk](mailto:jobs@kirklees.gov.uk).