Offer Letter Template

[INSERT NAME OF THE GOVERNING BODY]

\*Remove footnotes and commentary before issuing\*

Name

Address

Address

Address

Address

[Home Email]

By post and by email

[DATE]

Dear [NAME]

Re: Conditional Job Offer – [JOB TITLE]

I am delighted to offer you the post of [INSERT POST] with the [NAME OF GOVERNING BODY OF THE SCHOOL] (the Governing Body) which operates [the school of the same name/the [INSERT NAME OF SCHOOL]] (the “School” and your “Place of Work”).

The basic terms of our offer are set out in this letter and are subject to the conditions in this letter. The job description applicable to the post being offered is also enclosed. You will also find a copy of our Standard Terms and Conditions of Employment for Teaching Staff, which includes a description of our ethos and values, enclosed. Taken together, these documents constitute your contract of employment, including your section 1 written statement of particulars (as legally required by virtue of the Employment Rights Act 1996).

Before you can commence employment with us, we will require the second copy of this letter to be signed, dated and returned to us to confirm your acceptance of employment on the terms and conditions offered.

|  |  |
| --- | --- |
| 1. Commencement Date and Continuity of Employment: | Your employment with the Governing Body [commenced/will commence] on [DATE].  [Your period of continuous service for the purposes of statutory redundancy began on [DATE].]  [Your period of continuous service for the purposes of [occupational sick pay] [and] [occupational maternity pay] began on [DATE].] |
| 1. Job Description: | [As set out in the recruitment pack enclosed.] |
| 1. Full-Time/Part-Time: | [This post is full-time. ]  [This post is part-time with you working [0.X] of the full time equivalent role on the following work pattern: [INSERT].]  [DELETE AS APPROPRIATE] |
| 1. Permanent/Temporary/ Fixed Term: | [This post is a permanent post.]  [This post is a temporary post[[1]](#footnote-1).]  [This post is a fixed term post commencing on the Commencement Date and continuing until [INSERT DATE/EVENT][[2]](#footnote-2).] |
| 1. Hours (e.g., term time only or year-round employment): | [INSERT] |
| 1. Probationary Period: | Refer to the enclosed contract of employment. |
| 1. Total Annual Salary: | * Your total annual salary (which reflects whether you are full-time or part-time) with effect from the Commencement Date is [INSERT] and comprises: * your basic salary of £[INSERT] at point [INSERT] on our [INSERT] Pay Range. * [an SEND allowance of £[INSERT].] * [a recruitment allowance with an annual value of £[INSERT] which shall expire on [DATE] unless re-granted].] * [INSERT AS APPROPRIATE]. |
| 1. Notice Period: | Subject to clause 6 above, you are required to give [INSERT weeks’/months’] notice to terminate your employment with us.  In all cases, including for temporary and fixed-term appointments[[3]](#footnote-3), we are required to give [INSERT weeks’/months’[[4]](#footnote-4)] notice to terminate your employment with us. |

1. Holiday entitlement: [INSERT[[5]](#footnote-5)] [IF APPROPRIATE]
2. Checks:

This job offer is conditional upon us receiving all of the following prior to the Commencement Date:

* your signed copy of this letter;
* verification of your identity and qualifications;
* at least two satisfactory confidential references;
* a satisfactory Enhanced DBS Criminal Record Check;
* verification of your legal right to work in the UK;
* completion of all statutory safeguarding checks as laid out in *Keeping Children Safe in Education 2023.*
* evidence that you are medically fit to work in a school setting;
* a signed Privacy Notice (a copy of which is enclosed);
* satisfactory overseas criminal records checks if we consider them appropriate; and
* completed register of interests[[6]](#footnote-6).

1. Next Steps

* Please confirm your acceptance of this conditional offer of employment by signing, dating and returning the second copy of this letter which can be done by post or email.
* Please contact School Office to discuss the documents you need to produce to the School to help with the employment checks and to arrange to come into the School. You should also send details of your bank account for salary payment [on the enclosed form] together with your P45 and NI number[[7]](#footnote-7).
* [Please complete the enclosed confidential occupational health form and send it to the address on the enclosed envelope./You will be sent a link to an online health survey, please complete as soon as possible[[8]](#footnote-8).]

1. Induction

We will write to you separately with details of the induction process.

1. Keeping Children Safe in Education

All employees are required to be familiar with the contents of the Government guidance on keeping children safe in education last updated from September 2023, [here](https://assets.publishing.service.gov.uk/media/64f0a68ea78c5f000dc6f3b2/Keeping_children_safe_in_education_2023.pdf):

You will be asked to sign each year to confirm you have read the guidance.

The Governing Body’s Designated Safeguarding Lead is [INSERT NAME].

1. Pension Scheme

You will be automatically enrolled into the appropriate pension scheme, either the Teachers Pension Scheme or Local Government Pension Scheme depending on your role. Details are available here: [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk) & <https://www.lgpsmember.org/>. Further information is also included in the enclosed contract of employment.

I look forward to receiving the signed documents from you as per the checklist below and to your joining us in the near future.

Yours sincerely

[NAME]

Headteacher

Enclosures:

Second copy offer letter for counter-signature

Contract of Employment

Job description

Salary payment form

[Occupational Health Form]

Register of Interests

Checklist of items to be returned:

Signed copy of this letter

Proof of Identity

Proof of Right to Work in the UK

Evidence Of Qualifications

Signed Privacy Notice

Completed Register of Interests

Completed Salary Payment Form

[Completed Occupational Health Form]

[ANY OTHER DOCUMENT(S)]

Copy Letter

\*Copy and paste content of letter above here and leave and follow with the acceptance of offer below\*

Acceptance of Offer:

I…………………………………………………………… (INSERT NAME) confirm that I have read and understood this letter and the enclosures, particularly the Standard Terms and Conditions for Support Staff, and agree to be bound by them in accepting the offer of employment contained herein:

……………………………………………………………

Signature

……………………………………..

Date

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1. Temporary employment is usually employment for an unknown period of time, for example, to undertake work on a specific project of unknown length. You should include in the letter when termination will occur e.g. on completion of the particular task. [↑](#footnote-ref-1)
2. Examples of fixed-term employment include, but are not limited to, posts covering the role of an employee on maternity leave, adoption leave, shared parental leave, medical suspension. The letter should state that the employee’s employment will be terminated on the resumption of work by the employee they are covering. [↑](#footnote-ref-2)
3. This allows the Governing Body to terminate a temporary/fixed term contract early. However, employers are reminded that to bring employment to an end, there should be a fair reason and a fair procedure should be followed. [↑](#footnote-ref-3)
4. Please ensure, at the very least, this reflects the statutory minimum notice period prescribed by law (please note that the Green Book minimum notice periods are the same as the statutory minimum). [↑](#footnote-ref-4)
5. Please ensure, where applicable, this reflects the Green Book and/or any local collective agreement minimum annual leave entitlement for support staff. [↑](#footnote-ref-5)
6. All governors and the Headteacher must have completed the register of interests. [↑](#footnote-ref-6)
7. Please amend according to your School’s process. [↑](#footnote-ref-7)
8. Please amend according to your School’s process. [↑](#footnote-ref-8)