

Leadership Appointment Service

Governance support when appointing

- Headteacher
- Deputy Headteacher
- Assistant Headteacher
- Children's Centre Manager
- Senior Staff

April 2008

Governance
Standards and School Effectiveness



The Leadership Appointment Service

There are four levels of service which can be purchased separately or in combination.

Option A: Comprehensive Service

This includes:

- Confirmation of group size and salary range with Human Resources
- Assistance with creating the advertisement, including advising on style and format, and place in the national press (e.g. TES) on the web and in the HCC Schools Bulletin
- Final production and placing of advert in press
- Ensuring governors' training needs are met
- Advice on putting together the application pack including job description and person specification
- Production of the application pack - from advising on content to production of the pack in CD format. The CD will include all relevant documentation and will navigate any prospective candidate through Hertfordshire's websites and that of your establishment
- The CD is produced to a very high standard, uses your school's documents, is branded with your school name and logo and is thus unique
- Co-ordinate information between Human Resources, School Effectiveness Adviser/School Improvement Partner and Appointing Officer
- Make external bookings for the interview day if applicable
- Send out application packs to prospective applicants, record their details and track their progress
- Assemble packs for the shortlisting meeting including a set of all the application forms for each governor and a shortlisting grid
- Once shortlist is agreed;
 - send out invitation to interview letters which includes the interview day schedule
 - liaise with candidates
 - seek references
 - send CRB forms to out of county applicants
 - write to candidates not shortlisted
- Chase references and collate information for the interview day
- Once interviews are complete and a candidate has been selected;
 - Send offer of employment letter and associated paperwork to successful candidate
 - Write to Chair of Governors with relevant human resources forms and guidance notes
 - Write to unsuccessful candidates.

Throughout the process we will be available to answer your queries and assist with the process.

- Choosing appropriate selection methods
- The handling of references
- In partnership with our training colleagues we will help to arrange relevant training for governors.

Cost: £576

In the event of that no appointment is made, subsequent recruitment processes will attract a 20% discount.

Overview of Service Costings

Service Level	£
A	576
B	195
C	113
D	45
B, C + D	353

Contact details

Jane Murray
Leadership Appointment Coordinator
Governance
SROB207, Robertson House,
Six Hills Way
Stevenage
Hertfordshire
SG1 2FQ

Tel: 01438 844800

Email: las.governors@hertsc.gov.uk

Booking Form Leadership Appointment Service

Name of school: _____

Number of school: _____

Post Description: _____
(e.g. Headteacher, Deputy)

Name of current postholder: _____

Date when post will become vacant: _____

Please indicate level of service required:

Service Level	£	
A	576	
B	195	
C	113	
D	45	
B, C + D	353	
Total		

I have read, understood and accept the notes regarding service operation.

Signed: _____

Name in block capitals: _____

Designation: _____
Chair of Governors/ Headteacher

Date: _____

Further details can be obtained:

Tel: 01438 844800

Email: las.governors@hertscc.gov.uk

Please
Affix
Stamp

**Leadership Appointment Service
Governance
2nd Floor, Robertson House,
Six Hills Way,
Stevenage
Hertfordshire
SG1 2FQ**