

HR and Organisational Development

Resources Directorate

**Guidance in issuing statement of particulars**

This guidance document is to be read in conjunction with the DFE Guidance on Safer Recruitment in the Keeping children safe in education 2022 - Statutory guidance for schools and colleges.

A statement of particulars is a document which confirms the main conditions of employment for an employee when they start work. Headteachers will be required to sign the statement of particulars on behalf of the London Borough of Harrow, using the templates provided.

For existing staff, a statement of particulars must be sent within a month of a change to their terms and conditions (this can include change of hours, work pattern or new/temporary position).  For new starters, an initial statement of particulars should be issued on, or before, the first day of their employment and full statement within 2 months of their start date. We advise the initial statement of particulars is sent, to a new stater, following the offer of employment.

The statement of particulars will confirm:

* the school’s name
* the employee’s name, job title and start date
* annual salary and pay date
* for existing staff or a new starter, who have worked at a previous school/local authority, it must also include the date that a previous job started if it counts towards a period of continuous employment
* work pattern, including hours and days of work and if and how they may vary
* Annual leave (and if that includes public holidays)
* where an employee will be working and whether they will be required to work a different settings
* if an employee is requited to work in different settings, where these will be and what the address of the setting
* how long a job is expected to last (and what the end date is if it’s a fixed-term contract, including the reason)
* how long is probation period is and what its conditions are
* any other benefits (for example, childcare vouchers)
* obligatory training, whether or not this is paid for by the school

Before a statement of particulars is issued the school must ensure the following:

* All appointments must be in accordance with Council/School recruitment and selection policies. This includes the requirement to read and consider references and the declaration form before making any job offers.
* You have received a reference from the current or most recent employer, before issuing a full statement of particulars
* Should the appointee not have previous Harrow service, please follow probation procedure.
* Obtain Occupation Health Clearance from your OH provider.
* Newly appointed staff receive copies of the appropriate school policies
* Please note that temporary staff, regardless of hours worked, with 1 year's service, will accrue additional employment rights. E.g. The right to claim unfair dismissal and, after 2 years, the right to redundancy payments. Should you wish to terminate the contract of any employee with more than one year’s service please contact the HR Advisory Service.
* As and When/Casual staff will accrue the right to paid annual leave and sick pay after 4 weeks continuous employment

Should you have a query or need addition support, please contact either Natalie Powers or Emmah Johnny:

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| School Manager  Appointee Job title  Position  Teachers only : E**arly career teacher (ECT)** YES / NO  Start date ……………… End date (if fixed term) ………………  Reason for temporary/fixed term contract ………………  Local Government Service Start date (if applicable) ………………  Grade ………………………………..  Annual salary ……………………………….  Work pattern/hours/days ……………………………….  Work location/s ……………………………….  **Please indicate documents received:**   * Financial Declaration Form * Harrow Criminal Declaration Form ……………… * Bank details form * Evidence of right to work * Minimum of 2 references covering the last 3 years * Occupational Health Medical Clearance   Date payroll information passed to your payroll provider …………… |
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| **DBS Disclosure**  Is this employee to start pre DBS disclosure check? YES / NO (please delete as appropriate)  If Yes, please sign below to accept, on behalf of the governing body, that this employee will not have unsupervised access to children or vulnerable adults until the Council receives a satisfactory DBS disclosure.  **Name……………………………….Signed ……………………..……………**  **Position ……………………………….Date ……………………..……………** |
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