

kathryn.fry@rhondda-cynon-taff.gov.uk

**Personal**

**To: All Nursery, Infants, Primary,  
Community and Special Schools**

**Circular No. 194/04**

Please ask for: Kath Fry  
Gofynnwch am:  
Tel/Ffon: (01443) 744136  
Fax/Ffacs: (01443) 744025  
My Ref/Fy Nghyf: HR/KF/MG  
Your Ref/Eich Cyf:  
Date/Dyddiad: 20 December 2004

Dear Colleague,

**Re: New Procedures for Notifying Human Resources of Staffing Changes**

I refer to the above, and would inform you that with **immediate** effect the way in which you inform the LEA of staffing changes/appointments/terminations has now changed. It is hoped that this process will save time and errors enabling the “changes” to take effect with more efficiency.

Previously you were required to notify your Governor Support Officer of any staffing implications who in turn notified the Human Resources Unit to undertake the necessary contractual changes. However, you will now **only** be required to complete the attached standard “pro-forma” and send directly to your Human Resources contact:-

- Cynon Valley area - Emma Challenger**  
emma.challenger@rhondda-cynon-taff.gov.uk
- Taff Ely area - Sarah Hopkins**  
sarah.hopkins@rhondda-cynon-taff.gov.uk
- Rhondda area - Paul Hughes**  
paul.hughes@rhondda-cynon-taff.gov.uk

The above contacts are also able to assist and advise you with your sickness absence cases, maternity and day to day general H.R. enquiries.

Continued/.....

A copy of the actioned contractual information will be sent to your Governor Support Officer to enable them to assist you with staffing budgets monitoring.

Should you have any queries with the service provided under this new process or have any suggestions please do not hesitate to contact Kath Fry on the above telephone number.

May I also take this opportunity to wish you a Happy New Year from the H.R. schools team.

Yours sincerely,

**Graham Davies**  
**Human Resources & Training Manager**  
for the Group Director of Education & Children's Services

TO: **Human Resources Unit**  
**For the Attention of** \_\_\_\_\_

FROM:

**School :-** \_\_\_\_\_

- **Employee Name** \_\_\_\_\_
- **Position at school** \_\_\_\_\_
- **Home address** \_\_\_\_\_
- **Effective Date of Contract** \_\_\_\_\_
- **If Temporary, contract end date** \_\_\_\_\_
- **Why is post temporary? (funded etc...)** \_\_\_\_\_
- **Hours Per Week** \_\_\_\_\_
- **Salary/ Grade** \_\_\_\_\_
- **Additional Payments** \_\_\_\_\_
- **Term time only / Full year contract (Delete as appropriate)**
- **Currently employed at ? (If applicable)** \_\_\_\_\_
- **Reason for appointment - New post / Replacing a member of staff/ additional hours/ New Management Allowance (Delete as appropriate)**

Please detail below explanation for appointment / allowance etc...

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please note** : Appointment letters cannot be actioned unless all of the form is completed.

If **new employee** please attach: **Application Form, CRB Form, Qualification Certificates, and Medical Questionnaire Form**

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**H.R. USE ONLY**

Post No: \_\_\_\_\_ Contract Actioned: \_\_\_\_\_

Vision/P.I. Updated: \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_

