*Firm offer letter – support staff template*

**Private and confidential**

Candidate name
Address 1
Address 2
Address 3
Postcode

Date

Dear candidate name

**Job title**

I am pleased to confirm that all relevant pre-employment checks, including Disclosure and Barring Services (DBS) and medical clearance, have been received and I therefore have pleasure in confirming your offer of employment to the post of name of post, as follows:

Start date: Start date

School: Work base

Type of contract: Permanent, temporary (*length of time for temporary contract*), fixed term until (*date*)

Hours and days per week: *X* hours to be worked over *X* days (between Monday to Friday (as agreed with your manager)

Weeks paid per year: Weeks

Grade: Grade

Spinal column point: Spinal point

Pay range: Pay range

Starting Salary: Salary (*actual amount being paid, not full time equivalent*)

Allowances: Allowances (*delete if no allowances apply*)

You will shortly receive

or

I enclose a Statement of Particulars (contract of employment) confirming the above and outlining the terms and conditions of employment.

Our contract templates can be viewed on the council’s [website](https://www.oxfordshire.gov.uk/council/working-oxfordshire-county-council/latest-job-vacancies/example-employment-contracts). For school support staff see OCC – Green Book Part 2. For teachers see OCC – Teachers Part 2.

**Employee Personal Details & Consent Form**

**Employee personal details and consent form**

I confirm receipt of your form

or

Please could you return and sign the Employee Personal Details & Consent form enclosed with my letter of DATE.

**P45**

I confirm receipt of your P45/Starter Checklist.

or

Please could you forward your P45/Starter Checklist to me as outlined in my letter to you of DATE

**Local Government Pension Scheme**

You will automatically join the Local Government Pension Scheme (LGPS), unless you choose not to do so. Joining the scheme requires contributions to Oxfordshire County Council's pension fund to be deducted from your pay.

Please visit the LGPS website to find out more: [www.oxfordshire.gov.uk/business/oxfordshire-pension-fund](https://www.oxfordshire.gov.uk/business/oxfordshire-pension-fund)

If you want to opt out of joining the LGPS, you can do this when you have started employment.

**Your first day**

On your first day with us, please would you report to reception/location at time and ask for name of person who will welcome you and introduce you to your new colleagues.

If you have any queries, please contact me on telephone number.

I look forward to you joining us and hope you will enjoy being part of the team at name of school.

Yours sincerely

Name

Headteacher

Enc: Statement of Particulars (if applicable)