****Part 1**

**Private and Confidential**

11 June 2025

Your Ref: <<Personnel Number>>

Dear

 **Appointment with Oxfordshire County Council**

I am writing to confirm the offer of an appointment with Oxfordshire County Council or, where you are employed in an Aided or Foundation School, the Governors of that school, under the terms and conditions set out in this contract, the agreement made with the National Joint Council for Local Government Services, otherwise known as the ‘Green Book’, as amended by agreements negotiated locally with the recognised trade union for your employment.

All appointments are subject to satisfactory vetting and checking applicable to the role and in accordance with the council’s policy.

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| --- | --- |
| Surname: Forenames: Post Title: Start Date: Contract Type: End date: Salary Grade: Commencing Annual Salary (FTE): For term time employees only: | School Name: Hours of Duty Per Week: See variable hour clause - part 2 Fixed Term/Temporary Hours: Reason if a Temporary Contract: Continuous Service Date (continuous service with any local authority (or one of its constituent authorities under the Local Government Act 1972) :  |

Allowances: Inland Revenue All Car Mileage Rate

If resident, address of accommodation to be occupied (see part 2:17):

Other conditions/information:

If this is a temporary appointment, it will end on the date entered herein or, where applicable, upon the return of the substantive post holder, whichever is sooner.

If you are employed on the basis that you will study for and attain the relevant qualifications associated with the apprenticeship, during this time, you will be provided with the necessary experience in order to gain the knowledge, skills and behaviours to complete the qualification.

Following your agreed start date, you will be deemed to have accepted the terms and conditions of employment.

In the meantime, if you have any queries regarding this offer, please do not hesitate to contact us by emailing add in school email address or contact number In all communications, please quote your vacancy reference number.

Yours sincerely