**Request for Increase/ Decrease Staffing**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **To be completed by person requesting variation** | | | | | | | | | | | | | |
| **Request by:** | |  | | | | | | | | | | | |
| **Position:** | |  | | | | | | | | | | | |
| **Academy:** | |  | | | | | | | | | | | |
| **Request for Variation to existing contract** | | | | | | | | | | | | | |
| **Post Title** | | |  | | | | | | | | | | |
| **Existing Contract** | | | **Hrs** |  | | **Grade** | |  | | | **Weeks** | |  |
| **New Contract** | | | **Hrs** |  | | **Grade** | |  | | | **Weeks** | |  |
| **Variation is factored into current budget** | | | | | | | **Yes** | | | | **No** | | |
| **Rationale for Variation** | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **Requested Implementation Date** | | | | |  | | | | | | | | |
| **Suggested Staff member (if appropriate)** | | | | |  | | | | | | | | |
| **Request Authorised by Head of School/ Principal/ Headteacher** | | | | |  | | | | | | | | |
| **To be completed by HR Manager** | | | | | | | | | | | | | |
| **Financial Impact (without on costs 25%)** | | | | | | | | | | | | | |
| **Existing contract per annum** | | | | |  | | | | **Impact** | | | **£----------------** | |
| **Requested contract per annum** | | | | |  | | | |
| **To be completed by Finance Director** | | | | | | | | | | | | | |
| **Request Recommended for Approval** | | | | | **Yes** | | | | | **No** | | | |
| **Signature** |  | | | | **Date** | | | | |  | | | |
| **Approved by Executive Head** | | | | | | | | | | | | | |
| **Approved** | | | | | **Yes** | | | | | **No** | | | |
| **Signature** |  | | | | **Date** | | | | |  | | | |
| **Comments** | | | | | | | | | | | | | |