**Change Form**

Contractual changes - Please submit completed forms to HR: HR@bebcmat.co.uk

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| **Details of Change** |
| **NAME:** |  |
| **SCHOOL:** |  |
| **CURRENT POST:** |  |
| **NEW POST:** *(if applicable)* |  |
|  |
| **EMPLOYEE AMENDMENTS:** | Please complete where there is a change |
| **Hours change:**  | **Old value:** |  | **New value:** |  |
| **Weeks Worked (TTO):** | **Old value:** |  | **New value:** |  |
| **Grade:** | **Old value:** |  | **New value:** |  |
| **Scale Point:** | **Old value:** |  | **New value:** |  |
| **Additional payment:***(give details)* | **Payment type:** |  | **Amount:** |  |
| **Contract Extension:** | **Extend to:** |  |
| **Working pattern:** | [ ]  **Monday** [ ]  **Tuesday** [ ]  **Wednesday** [ ]  **Thursday** [ ]  **Friday**  |
| **Has this been agreed with Finance** | **YES / NO** |
|  |
| **Additional Details / other information:** |  |
| **Effective Date of Change:** |  |
|  |
| **Deadlines:** Please ensure forms are submitted prior to the payroll deadline (15th of the month) to enable input and action onto the system. |
| **Headteacher signature:** |  |
| **Date:** |  |