**CONFIDENTIAL OFFER OF POST**

Dear [name]

Thank you for attending the interview for the post of [position applied for].

I am delighted to confirm that subject to the appropriate checks, the School wishes to offer you employment as a [position] with effect from [date]. The salary for this post is [£amount]. All other terms are in accordance with the enclosed contract of employment.

This offer is conditional upon the following:

1. Receipt of at least two satisfactory references (if these have not already been received);
2. Verification of identity and qualifications including, where appropriate evidence of the right to work in the UK;
3. A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS;
4. For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State;
5. For a candidate who has lived or worked outside the UK a check using the NCTL Teacher Services’ System that the candidate is not subject to any teacher sanction or restriction;
6. Satisfactory medical fitness;
7. [Confirmation from you that you are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009. **OR** Receipt of a signed Staff Suitability Declaration form showing that you are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009.];
8. If relevant, a check that you have not been prohibited from participating in the management of independent schools; and

The position is subject to satisfactory completion of the probationary period.

I enclose two copies of your contract of employment, together with a medical questionnaire and the paperwork for your DBS check. I would be grateful if you would complete and sign a copy of your contract and return to me as soon as possible.

I should like to take this opportunity to welcome you to the School. I look forward to a long and successful relationship.

If you have any queries, please contact me.

Yours sincerely