

## CONTRACT FOR SERVICES (HR & FINANCE) FORM

This form should be completed by a Headteacher / Headteacher's PA / Senior Hiring Manager (shared services).

Please use this form to advise HR and Finance of a new contract for services.

### 1. Contractor Details

Name of Freelancer, Consultant or Contractor	
Is this a new supplier or a previous supplier? Please provide information if known.	
Address	
Contact Email	
Contact Telephone Number	

### 2. Contact / Assignment information

Approximate Start Date	
End Date (if applicable)	
Details of assignment (what is the individual being contracted to do)	
Will the individual/s be working on the school premises? Please provide details regarding likely working pattern.	
Agreed Fee	
Name of staff member responsible for this contract	

Please send this completed form to [HR@girlslearningtrust.org](mailto:HR@girlslearningtrust.org). HR will involve the Finance team at the relevant point.