

Primary Teacher Recruitment Process and Timeline for August 2026 Start

Date	Responsibility	Action
27/10/25 and 24/11/25	Education Operations Team (EOT) HT & BM Reps	2025 Process De-brief
October 2025 onwards	Transactions Team	P1 Online Registration Form goes live.
November 2025	EOT /HTs/BMs	Primary School Proposed Class Organisations Return sent to HTs by EOT, and then to be submitted by HTs/BMs
January 2026	HTs	HT collect information about all current employee intentions for the following year (including staff on career breaks, FWOs etc.)
Week beginning 12 th January 2026	EOT	Advert goes live to internal only candidates on Opportunity Marketplace. Open for 2 weeks
Late January 2026	EOT	EOT sends provisional Class Organisations and intake limits to HTs/BMs
Early February 2026	EOT	Draft Staffing Allocations sent to HTs/BMs Annual Primary Teacher Staffing Exercise sent to HTs/BMs – response needed by Wednesday 11th Feb 2026
February 2026 ongoing	HTs/BMs	HTs/BMs (including primary special schools) use MS Form: Primary Vacancy Return August 2026 and MS Form: Primary Surplus Return August 2026 to submit details. Surplus posts must be declared by Wednesday 25/2/2026, with details to follow by Monday 2 March 2026 (following week). Then use the same forms to submit further updates as and when they arise.
27 Feb 2026	HTs and Candidates	Citywide Interviews Interviews held and scores submitted via Microsoft Form
Monday 2 March 2026	HTs	HTs submit names of surplus teachers who will be redeployed

11 March 2026	EOT/Unions/ Surplus staff	Redeployment meeting 3.30-4.30pm
27 March 2026	Surplus staff	Personal profiles and choices to be submitted
w/b 30 March 2026	EOT	Send out profiles and matching information to HTs
April – May 2026	Central Staff	Surplus and supernumerary staff matched (as promptly as possible) using existing procedure Link to Compulsory Transfer (Teachers) Guidance
21/4/26 - 7/5/25	HTs/Surplus Staff	Matching Meetings
8 May 2026 onwards	EOT	Matching Emails sent out
March – August 2026	Central Staff/HTs	Remaining posts Probationer Posts Identified by EOT Any available citywide matches made between May – August 2026 Candidates and schools will be matched centrally Matching email sent to candidate and school Receiving BM to nominate their successful candidate(s) and manage the onboarding process (More info to follow)
May/June	EOT	Probationers allocated
May – August 2026	HTs/BMs	Some posts may be released, schools to manage their own recruitment
7 August 2026 (TBC)	ALL	All onboarding checks to be completed and submitted via AskHR by payroll deadline of 7 August 2026 to ensure salary payment at the end of August.