

**School Employee Exit Questionnaire**

The purpose of this questionnaire is to enable the School and LA to examine the reasons why people leave and to identify any improvements in employment practice that could be made.

We value your comments and would like you to complete and return this Exit Questionnaire, if possible two weeks before you leave. We would appreciate it if you could be as frank as possible with your answers to the questions. The information you provide will be kept confidential. Information from **Section 1 and 1A** will be recorded onto a central database and used only to produce regular monitoring information to help the LA evaluate practice and to assist in the development of good practice within schools. Individual schools will have access to aggregated data for their organisation.

Only if permission is granted, will information from **Section 2** be passed to the line manager to help with job analysis and review of job description etc.

Please note that your comments will not influence future references or re-employment within the school or LA.

If you have any queries regarding this form please speak to your manager or contact .....

Thank you for completing the questionnaire and we wish you every success for the future.

**Employee's full name:** \_\_\_\_\_

**Preliminary Question**

***What have you enjoyed about working here?***

**Section 1 – Your Reason for Leaving**

***Please select your main reason(s) for leaving by numbering the boxes 1,2, etc (maximum 3) in Section 1 and by ticking one or more box in Section 1A***

**Career**

- Sideways move to broaden experience
- Promotion/ move to higher paid job 
  - Is the new job: *please circle as appropriate*
  - within another Oldham school X
  - change from Primary to Secondary X
  - change from Secondary to Primary X
  - within further education X
  - within the Children, Young People and Families Directorate X
  - within the Council X
  - outside the Council but in Local Government X
  - Other public sector X
  - private sector X
- Taking up full/part time education/study
- Lack of training/career development opportunities

**Job**

- Temporary contract/fixed term contract/lack of job security

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**Personal**

- Health
- Home relocation
- Caring responsibilities
- Not returning to work following maternity leave
- Need for change
- Travel problems/work closer to home
- Retirement
- Other personal reasons


**Workplace**

- Dissatisfaction with working environment
- Dissatisfaction with terms & conditions e.g. holiday entitlement etc.
- Problems with work colleagues
- Problems with manager
- Discrimination
- Harassment and/or bullying


**Section 1A – Other factors contributing to your Leaving**

Please tick one (or more) of the following if you feel that these factors contributed to your leaving

- Training and development equipped me for new role
- Wanted a change
- Personal circumstances
- Workload
- Stress
- Felt undervalued
- Pupil behaviour
- Way school is run
- Government initiatives
- Impact related to Ofsted inspection


## Section 2 –Additional Comments

Please provide any additional comments regarding your reasons for leaving: *Please continue on a separate sheet if necessary*

### **Please provide additional information on the job/post:**

Eg- *Has it changed since your appointment.  
Skills and abilities required to do the job.  
Importance and time spent on various tasks.  
Changes which would help the next post holder.*

**Please provide any additional comments on your employment with us and make any suggestions about how we can become a better employer:**

Do you have any objection to a copy of Section 2 being given to your line manager.  
Please tick: Yes  No

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**Full Name:**

**Payroll No:**

**School:**

**Line manager's name:**

**Signature:**

**Leaving Date:**

**Thank you for your assistance**

**PLEASE RETURN YOUR COMPLETED FORM TO THE HEADTEACHER  
OR DIRECTLY TO THE HR SERVICE**

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### **Headteacher /HR Action:**

Name of Headteacher:

School:

Date Read:

Signature:

Copy of Section 2 or relevant information  
from Section 2 sent to line manager:

Date:

Exit Questionnaire sent to HR Service:

Date: