

Schools HR service

EXPERT HANDS-ON SUPPORT AND
HR CONSULTANCY FOR YOUR SCHOOL

The Schools HR experts

The H&F Schools HR team is dedicated to delivering the best outcomes for the children in your schools.

Each member of the team has chosen to specialise in Schools HR and we have the expertise and experience to ensure that you receive the support and up to date guidance that you need.

Over the past year, schools have faced unprecedented challenges and rapidly changing priorities. During this time we have worked closely and flexibly with school leaders to ensure that difficult HR issues are addressed promptly, effectively and sensitively, freeing your time to focus on the demands of running your school.

Contents

- 3 **About us**
- 4 **Why choose us**
- 5 **Our service to you**
- 6 **Our packages**
- 8 **Other services we offer**
- 16 **Contact us to get started**

About us

Our specialist team of Schools HR experts understand the world of education.

We have many years of experience of providing HR consultancy to schools within Hammersmith & Fulham and neighbouring boroughs which makes us uniquely placed to understand the borough's schools and the increasingly challenging environment that school leaders are working in.



Why choose us?

At the heart of our offer is that every school has a named HR Consultant who will develop a close relationship with you and provide your school with a bespoke HR service.

- We provide professional, friendly and timely advice on all HR and employment law related issues, saving you time and resources.
- We are closely supported by experienced employment lawyers so that we can deliver expert and legally robust advice and guidance.
- We will draw on our extensive experience to guide you through complex change management processes including workforce planning, restructuring, redundancy, TUPE and retirement.
- We offer expert support with disciplinary, grievance, capability, performance and sickness issues.
- We work in partnership with our colleagues in legal, finance, occupational health and safeguarding to ensure that you receive a joined-up, expert and prompt response.
- We have excellent working relationships with the trades unions which helps to avoid conflict and supports effective consultation.
- We provide bespoke letters and documents and we accompany you at meetings, ensuring that support is always at hand.
- We provide detailed advice on the implementation of pay awards.
- We work collaboratively with the Learning Partnership (comprising the director of schools, headteachers and governors) and contribute to key policy areas such as wellbeing, workload and recruitment and retention.



Our service to you



- We offer unlimited access to HR support, Monday to Friday, 8.30am to 5.30pm.
- We will visit you either online or in person (when it is possible to do so) at your school at your request and learn about your school's culture and objectives to ensure that we provide the support you need.
- We have very strong working relationships with experts in Education and Schools Finance so that we can provide joined-up support when you need it.
- We provide you with updates to ensure that you are informed about the latest legal and HR issues facing schools.
- We offer a recruitment advertising service, occupational health service, contracts of employment and variation letters.
- We will provide a programme of HR training that is relevant and tailored to your needs and an annual employment law conference.
- We will issue a termly Schools HR newsletter with HR news and legal updates.
- We provide free access to a well-regarded Staff Assistance Programme to support the wellbeing of your staff.

"From being a new Head to now being an experienced Head I've always turned first to H&F Schools HR for support, guidance, clarification and advice on personnel issues.

All support given by HR, whether listening to endless questions, sending sample letters and or being available on Teams meetings, has been given calmly and with an understanding of the emotions that can be evoked.

Clarity and closure has been achieved each time."

H&F Primary Headteacher

Our packages

We offer two options – an **Unlimited HR Consultancy and Administration** package and an **Entry HR Consultancy** package – so that you can choose the service that best meets your needs. There are no hidden costs, so you can budget effectively.

Unlimited HR Consultancy and Administration package – for peace of mind

Our Unlimited HR Consultancy and Administration package provides you with comprehensive, unlimited HR consultancy and administrative support, tailored to the needs of your school, so you can concentrate on the things that really matter.

You will have access to your own dedicated HR Consultant supported by the other members of the Schools HR team, who will be available to guide you through all your queries from start to finish.

£141
per employee
per year

The Unlimited HR Consultancy and Administration package includes all your HR needs:

- Unlimited advice, visits, attendance at meetings, including formal hearings and appeals, hands on support at misconduct and grievance investigations whether in person or online.
- Unlimited assistance with drafting reports and letters.
- Support in managing relationships with the trade unions.
- Administrative support service i.e. issuing of employment contracts and variation letters.
- Attendance at Single Central Record Training.
- Attendance at the annual employment law conference.
- Competitively priced at £141 per employee per year.



“The invaluable advice and support has meant that I trust and value the solution driven approach that the H&F Schools HR service provide. The open, honest and supportive culture provided is imperative to my own wellbeing and success.”

H&F Headteacher

Our packages – continued

Entry HR Consultancy package – for essential support when you need it

Our Entry HR Consultancy package provides HR consultancy support, access to your own dedicated HR Consultant and the other members of the Schools HR team – but with a fixed amount of time provided annually to the school.

The Entry HR Consultancy package includes:

- Advice, visits, attendance at meetings, including formal hearings and appeals, hands on support at misconduct and grievance investigations.
- Assistance with drafting reports and letters.
- Support in managing relationships with the trade unions.

9-36
consultancy
days per year
(depending on school size)

The Entry HR Consultancy package includes an annual fixed amount of HR support to be used as you wish as follows:

School size	Allowance	Cost
Very small schools (up to 25 employees)	9 days consultancy a year (63 hours)	£2,549 pa
Small schools (less than 50 employees)	12 days consultancy a year (84 hours)	£3,373 pa
Medium schools (up to 90 employees)	24 days consultancy a year (168 hours)	£6,772 pa
Large schools (more than 90 employees)	36 days consultancy a year (273 hours)	£10,068 pa

Additional HR consultancy days can be purchased at a **daily rate of £380 as and when required.**

The administrative support service i.e. issuing of employment contracts and variation letters can be purchased at a cost of **£15 per employee per year.**



“The quality of the professional relationships, that have been nurtured over time, have a significant impact upon continual school improvement. Our HR advisers are an invaluable part of the federation team.”

WCC Executive Headteacher

Other services we offer

Recruitment services

Recruitment advertising

Schools HR launched our bespoke H&F schools recruitment website **www.lbhfschools.com** in 2019. The site promotes the many benefits of working in H&F schools, our strong record of educational success and the cultural richness of the borough. We have been given very positive feedback about the website and have heard many recruitment success stories.

The H&F site has a dedicated web address, a vacancy portal, an applicant tracking system and a facility for online applications. In addition, all adverts are automatically uploaded to Jobs Go Public which have just over 1 million visits per month and 170,000 active education job seekers.

Having a central platform on which candidates can find and apply for jobs provides H&F schools with a cost-effective way of advertising vacancies, whilst at the same time attracting the best talent. The site carries H&F branding and each school's adverts are branded with their own school logo maintaining their individual identity.

The vacancy portal will enable candidates to sign up to receive job alerts as and when jobs are posted that meet their criteria, building an engaged audience.

To place a recruitment advert, please email Whitney Pearce, Schools HR assistant: **whitney.pearce@lbhf.gov.uk**

Applicant Tracking System

The online Applicant Tracking System (ATS) is an easy and intuitive facility.

Key benefits of the ATS for your school:

- An easier and more efficient and professional recruitment administration process which is GDPR and Safer Recruitment compliant.
- All administrative activities can be undertaken via online tools and at the click of a button.
- Produces a range of metrics on advertising spend, recruitment response and success rates.
- Track media sources.
- Access to online shortlisting facilities making administration quicker.
- Audit trail of activity, less paper, less cumbersome, less time-consuming.

Key benefits of the ATS for applicants:

- Mobile and device friendly – applicants can apply for vacancies using their mobile devices.
- Applicants are in control of their own data.
- Applicants can register for job alerts from H&F schools.
- They have access to a fully online application form where their details can be securely stored and managed online.
- Their education and employment history is saved so they only have to update their supporting statement which supports candidate engagement.

- They can search for jobs using several criteria such as location, type, salary.

The ATS is included in the costs set out below.

Recruitment advertising costs

An **unlimited** number of recruitment adverts can be placed by schools that purchase our SLA and pay an annual subscription:

School size	Cost
Very small schools	£155 per year
Small schools	£258 per year
Medium schools	£360 per year
Large schools	£467 per year

For schools that purchase our SLA and do not want to pay an annual subscription, the cost is **£120 per advert**.

For schools that do not purchase our SLA the cost is **£350 per advert** (an annual subscription is not available to schools outside of the SLA).

Please note that the cost to a school of placing an advert directly with Jobs Go Public outside of this arrangement would be **£650 plus VAT**.

The council will also continue to provide a service for the sponsorship of overseas applicants, by working with UK Border Agency with the schools picking up any associated costs.

Recruitment services – continued

Headteacher recruitment service

Recruiting a headteacher is one of the most important tasks a governing body will undertake. The Schools HR team can work with you to develop an effective recruitment process to ensure you can be confident in your ability to attract and appoint skilled candidates who are well matched to your school and can carry forward the governing body's vision.

We will expertly support this process by working closely with you to ensure that recruitment is undertaken from start to finish within the context of legislation and best practice.

In a highly competitive market, we will work with you to ensure that your recruitment documentation maximises the chances of attracting quality applicants with the right skills, experience and values aligned with your school.

Our offer:

- Provide advice on the advert and the application pack so it generates the largest and highest quality application field.
- Ensure compliance with safer recruitment and equalities legislation.
- Ensure the process follows best practice in recruitment.
- Help to establish appropriate shortlisting criteria, including supporting the process.
- Help to determine appropriate assessment exercises and interview questions (led by the governing body's knowledge of the school and its strengths and challenges) and could include attending interviews.
- Assist with relevant paperwork to support the selection process and ensuring this is kept as a safe and secure record.
- Advise on appropriate timescales for the recruitment process.
- Provide remuneration advice and guidance ensuring compliance with the School Teachers' Pay and Conditions document.

Cost per recruitment campaign: **£1,500 to £2,500, depending on the range of services required**



"Our HR Consultant's support and advice has proven invaluable to me and the school this year. She has an approachable and highly professional manner, therefore able to produce outstanding outcomes which have benefited the staff.

She has always been available with pragmatic advice and never made me feel like I was asking a "silly question". We look forward to continuing such a positive working relationship with her."

RBKC Primary Headteacher

Wellbeing and occupational health support

We know that people perform better at work when they are well supported. The Ofsted Framework for outstanding leadership and management includes an assessment on the extent to which leaders provide high levels of support for wellbeing and workload issues. We offer the following services to support you in delivering a strategic focus on the wellbeing of your staff.

Free staff assistance programme

To support you in delivering a strategic focus on the wellbeing of your staff, we are delighted to confirm that all schools that purchase our HR service are eligible to access the Workplace Options Staff Assistance Programme **free of charge**.

Take a look at www.eapdirect.co.uk to review the wealth of services available, including online seminars, advice about securing financial wellbeing and managing workplace stressors.

Overview of services available to your staff:

- Available 24 hours a day, seven days a week, 365 days a year.
- Accessible by phone, email, instant messaging and website.
- Staffed by highly trained and qualified counselling professionals.
- No cost to you.
- Advice for managers on dealing with the challenges of the role.

- Assistance with any work, personal or family issues.
- Professional consultation, short term counselling, resources and referrals in your local area.
- Confidential and independent.
- No limit to the number of issues staff can gain support on.

Online support includes an extensive range of articles, tips, links and searchable databases including:

- **LiveConnect** – instant messaging with an information specialist/counsellor.
- **Pocketsmith** – an innovative calendar-based tool to help you manage your personal finances.
- **Online seminar events** – new events added monthly.

To find out more, please visit www.workplaceoptions.co.uk

Please note: The local authority will not be held liable for any advice given by the EAP.



"I'm grateful for the sympathetic and patient way our advisor works with me in what can be one of the most stressful areas of my headteacher role."

RBKC Primary Headteacher

Wellbeing and occupational health support – continued

Occupational health referrals

The Wellbeing Centre (formerly Occupational Health Unit) is now based at Beavor Lane, Hammersmith. The cost of a referral to the Wellbeing Centre is **£200**. These will include:

- Health assessments for new starters.
- Referrals and advice from the occupational health physician.
- Advice on eligibility for ill-health retirement.

Health MOTs – preventative health screening for your staff

This service provides the opportunity for staff to receive personalised health and lifestyle information enabling them to make informed choices about their lifestyle and well-being. **They will resume as soon as it is safe to do so.**

These confidential consultations are delivered on a one to one basis by trained nurses and can be carried out on site at your school for convenience.

Each MOT lasts approximately 15 minutes and includes lifestyle checks and advice, involving some clinical measurements, including lung function, blood pressure and BMI but also discussion about diet, smoking cessation, cardiovascular risk factors, alcohol, medication, and exercise.

The cost per one-to-one MOT is:

School type	Cost
For schools who purchase our SLA	£25 per member of staff
For schools who do not purchase our SLA	£60 per member of staff

Please note: To ensure viability of the health and lifestyle check offer there is a minimum booking requirement of one two-hour session (this provides 12 places for your staff).



“As a new Headteacher with many questions, H&F Schools HR have provided me with ongoing support and reassurance.

My enquiries are met with professionalism and sensitivity and where action has been taken, it has been fully explained, agreed and executed within a timely fashion.”

H&F Headteacher

Pensions



Teachers pensions administration

Schools HR works closely with the in-house pension teams in H&F, RBKC and WCC as well as Hampshire County Council (the councils' payroll provider) who are responsible for collating all information needed to submit monthly and annual teacher's pensions returns on behalf of the borough's maintained schools (both community and voluntary aided).

Schools will need to work with their payroll provider to ensure that this information is provided in a timely and accurate manner to the nominated contact at Hampshire County Council in order that they can be submitted to the Teachers' Pensions.

If the returns are not submitted in a timely and accurate manner, the council reserves the right to pass on any fines levied or additional costs incurred to the school.

Free LGPS pension surgeries

Schools HR will arrange 1:1 pension surgeries with your LGPS staff when it is safe to do so.

"The expert service provided by HR is one of the best value for money services we receive at our schools.

Our advisor provides excellent support on a diverse range of queries and is always prepared to undertake research and seek advice from HR colleagues to give us assurance."

RBKC Primary Headteacher

Legal support and advice

Legal costs

The Schools HR team works closely with our on-site employment solicitors to ensure that you receive accurate and legally robust advice and guidance. The cost of legal advice to schools in relation to ad-hoc queries and minor cases is already absorbed by the HR SLA with no extra cost to you.

When your school needs more help on larger matters that require higher levels of legal support i.e. more than two hours, advice from our employment lawyers is charged at a cost of **£70 per hour**. This would include work on more complex cases and Employment Tribunal litigation.

We will ensure that legal services make you aware of the likely legal costs of any case and we will work with you and the solicitor to minimise costs.

Annual employment law conference

Many of you attended H&F Schools HR's second annual Employment Law Conference in December 2020 which took place online. The event was informative and engaging and we will arrange a further conference later this year.

The cost to attend is:

School type	Cost
For schools who purchase our Unlimited HR Consultancy and Admin SLA	Free for one delegate
For schools who purchase our Entry HR Consultancy SLA	£130 per delegate
For schools who do not purchase our SLA	£200 per delegate

"I came away energised and confident in handling staffing issues surrounding the most common themes.

A huge thank you for organising and seeking out inspirational and engaging barristers with in-depth experience of the law and education as presenters."

Headteacher feedback from our 2019 Employment Law Conference

People management training for school leaders

Schools HR have developed a programme of training modules for school leaders and governors on key people management topics. We know that managing and supporting employees through complex and sensitive processes can be very demanding for managers. Our training is designed to provide managers with clear guidance on successfully carrying out challenging HR processes using practical examples of real cases and the latest best practice.

We will explain and reduce the complexity of each process, advise you on how to remain legally compliant and help you to avoid unnecessary pitfalls.



Our training modules

- **Sickness absence management: effective interventions to maximise attendance and reduce costs**
1.5-hour session
- **Grievance and disciplinary and dismissals: managing investigations, hearings and appeals**
1.5-hour session
- **Leading organisational change: how to get it right**
1.5-hour session
- **A practical guide to the schools' Single Central Record**
Half-day workshop*

Cost per module:

School type	Cost
For schools who purchase our SLA	£20 per delegate
For schools who do not purchase our SLA	£52 per delegate

*Single Central Record training is **free** to those schools that purchase the Unlimited HR Consultancy and Admin package.

● School business manager – essential skills training

Whether you have a newly recruited business manager who needs an induction session, or your business manager would benefit from a refresher with one of our Schools HR consultants, we will provide one to one practical support and guidance in respect of their HR responsibilities, including an overview of:

- Terms and conditions relating to teachers and support staff.
- Pay rates applicable to the various categories of school staff.
- HR policies and procedures.

£80 per two-hour one-to-one session with a Schools HR consultant.

Contact us to get started

**We hope that you will choose our
HR service and we look forward to
working closely with you and your team.**

To get in touch, call Clare Mapstone or
Lesley Steven and we can arrange to visit your
school and discuss the SLA.

Clare 📞 07901 730 543

Lesley 📞 07967 037 981

