

## **Service Specification**

### **Schools HR**

SIPS Education Ltd offers a professional HR Consultancy Service, providing impartial advice and guidance, in a timely manner on all aspects of employment law, terms and conditions and people management policies as well as redundancy, redeployment, TUPE and restructures. Our HR Consultants provide professional and comprehensive casework advice and support delivered through School/Academy visits, email, virtually and via telephone.

Our HR Administration team provide School/Academy with an end-to-end recruitment service (including advice on adverts, placing advert, DBS checks, Right to Work checks, professional body checks reference requests, medical clearances etc.), issuing, maintaining, and amending contracts, processing terminations and liaison with the School/Academy Payroll provider.

#### **You can expect:**

- Annual meeting at School/Academy to discuss service standards and support
- Accurate, timely and impartial HR advice
- A dedicated HR consultant
- Access to advice and HR consultancy
- Termly newsletters
- A solution focused HR service to meet your needs
- Access to our partners' services at a discounted rate
- A face-to-face annual HR health check with your dedicated HR Consultant
- We will respond to email queries within one working day
- We will respond to telephone queries within one working day
- We will comply with all legal requirements

#### **Service to be provided under this agreement:**

##### **HR Administration**

- Advice regarding pre- and post-employment checks including, Right to Work, DBS, medical, Teaching Agency etc.
- DBS Checks including barred lists (additional charge)
- Data input – setting up, amending, and terminating employee records
- Recruitment administration including regular updates on new appointments
- Contracts of employment issued in accordance with relevant legislation
- Telephone support service
- Provision of information for Single Central Record
- Salary assessments for new teaching appointments and annually

- Variation of contracts as required
- Termination of contracts
- Completion, production and retention of documents based on instruction from school/academy
- Liaison with payroll provider
- Administration in connection with conditions of service including:
- probationary periods, annual leave, leave of absence, family friendly policies,
- maternity, paternity and adoption leave schemes etc.
- Data input – setting up, amending and terminating employee records (in addition we can also update your management information system records, with your written consent

### **HR Consultancy and Advice**

- Our HR Consultants deal with referrals taken beyond the initial stages and give advice on:
- School/Academy re-organisations
- Transfer of Undertakings (TUPE)
- Working with your legal advisers to respond to Employment Tribunal claims
- Terms and conditions of employment and contract of employment issues
- Maternity, paternity and adoption leave
- Sickiness and absence management
- Disciplinary, grievance and capability
- Probation, support staff appraisal and teacher appraisal
- Pay and grading
- Recruitment best practice – including head teacher recruitment
- Re-organisation and redundancy
- Position of Trust matters
- Access to HR Resources
- Advice and support on job description and personnel specification
- development
- Employment law updates
- Attendance at any formal meetings including the checking of documentation to be forwarded to the individual

### **Employee Assistance Programme in Partnership with BHSF** (additional charges apply)

24 hours a day, 365 days per year telephonic helpline by BHSF:

- in respect of any personal lifestyle or emotional matter which is causing worry, stress and trauma
- In respect of any medical, health related, legal or quasi legal personal problem

**Portal** – Online service giving access to information and advice by e-mail

SIPS Education Ltd is not involved in the Employee Assistance Programme delivered by BHSF other than to set up the support for the school.

**Other Services** (additional charges apply)

- Investigations (disciplinary, grievance, bullying and harassment etc.)
- Additional training and development including bespoke training for governors
- Additional legal advice (from our recommended legal provider)
- DBS Checks – we are an umbrella body and can arrange for these to be completed on School/Academy premises (currently £44 per check – subject to review)
- Occupational Health (pay as you go service)
- Safer Recruitment Training
- Redeployment support
- Policy development
- Support with trade union consultation (attendance at meetings and administration if required)