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# **Southwark Schools Human Resources – Service Offer**

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1. **About the service**
	* We are a highly experienced team, with a long history of working with education settings, providing clear specialist advice to resolve HR issues.
	* We are part of the Education team and understand your focus is on delivering the best outcomes for children and so our advice will always be tailored to support positive school improvement outcomes.
	* We recognise that when staffing matters arise, you need responsive advice that provides you with a strategic approach to managing the issues.
	* We work in partnership with other local authorities as well as with internal service areas, such as Education, Governance, Finance, Audit and Investigations, to provide a holistic approach to managing your HR issues.
	* As well as working with the local authority legal team, we also have experience of working with external legal providers.
	* We have established links to national, regional and local employer associations, trade unions and professional bodies, education networks, school leaders and other agencies.
2. **Our guiding principles**

Southwark Schools Human Resources is committed to supporting schools to fulfil their school improvement objectives.

We will do this through the following principles:

**Collaborative** – we work collaboratively with external and internal stakeholders to find positive solutions to resolving HR issues in your school.

**Adaptable** – we are adaptable in our approach and the advice we provide, and we provide a bespoke HR service adapted to your school.

**Respectful** – we value and respect the differences of each school, and the people within, that we work with.

**Experts** – we have knowledge and understanding of working with schools within the context of education, employment law and safeguarding.

1. **Our service offer**

EMPLOYEE RELATIONS

* Strategic HR advice
* Advice and guidance on managing employee relation matters
* Provision of HR policies for adoption by the school as required
* Consult and engage with the recognised education trade unions on schools’ behalf
* Advice on managing employee exits, including settlement agreements

EMPLOYMENT TRIBUNAL CLAIMS

* Work with Legal Services on supporting you with employment tribunal claims, where you have sought and followed our advice
* Liaise with ACAS on your behalf regarding any possible claims that an employee / former employee may make against the school

SAFEGUARDING

* Accredited Safer Recruitment in Education training, endorsed by the Safer Recruitment Consortium
* Advice on the HR aspects of managing allegations against staff in child protection matters, working closely with the Local Authority Designated Officer (LADO) as appropriate
* Referrals to the Teaching Regulation Agency (TRA) and Disclosure and Barring Service (DBS)

RESTRUCTURES AND TUPE TRANSFERS

* Model school job descriptions
* Provide estimates of benefits for potential redundancy severance and liaise with Southwark Pensions on pension estimates for those in the pension schemes
* Provide HR advice on TUPE *[Transfer of Undertakings (Protection of Employment) Regulations]* transfers in and out of the school

TERMS AND CONDITIONS

* Advise Governing Boards on the procedure for setting the Headteacher pay range for Headteacher salary, in line with the School Teachers Pay and Conditions Document
* Annual school teachers pay and conditions update to schools, with updated pay policy and recommended pay scales, that have been subject to consultation with the teaching trade unions

RECRUITMENT

* Advice on senior leader appointments and will work in partnership with the School Improvement Partner
* Advice on pre-employment checks, including right to work and help you with any complex queries that may arise
* Provide model templates available on our website

SBM WEBSITE

* + Access to SBM website, including resources and regular news and updates
1. **Cost of SLA**

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| Core Service | For a fixed annual fee, our Core HR Service includes the following: * Advisory service
* On-site support
* Full access to the Schools HR website
 | £112 per employee based on the number of open and closed contracts from November 2023 School Workforce Census  |
| For those schools buying into the Core Service, they also receive a subsidised rate on our other services.  |

1. **Additional Services we offer**

HR CONSULTANCY

We provide an HR Consultancy service for schools not part of the HR service.

This is at the rate of: £700 per day.

We will charge for a minimum of ½ day’s work (up to 3 ½ hours) where this is less.

RECRUITMENT

Schools are able to request for their job vacancies to be advertised by the Schools HR team. We will advertise your vacancies on our Schools HR website, the Guardian, Indeed and the DfE. We offer a package where you can choose to buy up to five adverts over the year, which is discounted.

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|  |  | **Schools buying into the Core HR Service** | **Schools not buying into the Core HR Service** |
| Recruitment – placing of adverts  | One single advert | £145 | £180 |
|  | Package of two adverts | £265 | £325 |
|  | Package of three adverts | £385 | £480 |
|  | Package of four adverts | £420 | £630 |
|  | Package of five adverts | £525 | £790 |

SAFER RECRUITMENT TRAINING

We deliver training accredited through the Safer Recruitment Consortium to enable you to meet your obligations under Keeping Children Safe in Education to have at least one member of the recruitment panel who is safer recruitment trained. The accreditation lasts for three years, after which you will need to redo the course.

This interactive course provides you with an understanding of the importance of safer recruitment practice and implementing this in your setting. You will also have opportunities to discuss and share good practice with other delegates on the day.

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|  | Refresher training (This is delivered over ½ day virtually) | Full day training – in person (This is delivered on 1 day) |
| **Schools buying into the core service** | £60 | £150 |
| **Schools not buying into the core service** | £80 | £200 |

LEARNING AND DEVELOPMENT

We develop and deliver HR training sessions on a number of different topics relevant to school leaders and managers, including governors:

* Workshops on managing employee relations and restructures
* Training to equip school leaders, managers and governors with the skills and knowledge to manage a range of HR issues
* Deliver at regular briefings for governors, school leaders and other school staff during the year
* Bespoke training as requested by individual schools

We will deliver sessions both in person and virtually, to suit your school’s needs.

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|  | **Type of training delivery**  | **Schools buying into the Core HR Service**  | **Schools not buying into the Core HR Service** |
| Up to ½ day training (3 ½ hours)  | Virtual | £60 | £80 |
|  | In person  | £80 | £100 |
| Up to 1 day training  | Virtual  | £115 | £150 |
|  | In person  | £160 | £200 |

We will work with each school on identifying your learning needs and put in place an HR training plan to help with the understanding of the HR policies and procedures and how they should be applied.

For bespoke training: £700 for a training session for up to 8 people – this includes the design and preparation for the training as well as up to ½ day (3 ½ hours) training session

DISCLOSURE AND BARRING SERVICE (DBS) CHECKS

We are required to charge an administration fee for the DBS check and this is factored into the total charge below.

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|  | **Schools buying into the Core HR Service**  | **Schools not buying into the Core HR Service** |
| DBS check per employee – online application  | £55 | £70 |
| DBS check per employee – paper application | £75 | £100 |
| Volunteers – check per employee | £10 | £15 |
| Barred list check | £10 | £15 |

HR AUDITS

To meet our obligations towards maintained schools, we will carry out a basic HR Audit to assess whether the school meets its employment responsibilities. We will also carry this out for other types of schools that buy into the core service, as part of our service offer. We prioritise schools buying into the core service.

In addition, we also offer a more in-depth HR Audit, based on the ACAS Model Workplace. This takes place over two days.

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|  | **Basic audit** *This includes the prep, up to half a day audit and any follow up work.* | **In-depth audit** *This includes the prep, audit carried out over two days and follow up work.* |
| **Schools buying into the core service** | Free  | £1,000 |
| **Schools not buying into the core service** | £700 | £1,200 |

SCHOOLS IN DIFFICULTY

We will carry out an HR Audit for schools in difficulty, e.g. where a school’s Ofsted rating changes and the school is required to put in place an action plan to address any issues

We will work closely with colleagues, including School Improvement, so that we can support you address your staffing issues, which then enables you to focus on school improvement.

This is in addition to our core service and any additional work carried out as part of this will be costed separately.

JOB EVALUATIONS

Southwark Schools HR are trained job evaluators in the Hay Job Evaluation Scheme. Some members of the team also have experience of working with different job evaluation schemes, including the GLPC Scheme. We can also advise you on carrying out a market based evaluation.

We will evaluate your jobs to ensure that the job is assessed as objectively as possible so that the appropriate pay grade is applied to the job. This helps minimise possible equal pay claims.

This can be purchased on a needs basis.

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|  | **Schools buying into the Core HR Service**  | **Schools not buying into the Core HR Service** |
| **Cost per job evaluation**  | £65 | £130 |
| **Package of two**  | £105 | £210 |
| **Package of three** | £160 | £315 |
| **Package of four**  | £210 | £420 |
| **Package of five**  | £265 | £525 |

NOTE: where a school requires more than five jobs to be evaluated, please contact us for more information on pricing.

HR ADMINISTRATION

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|  | **Charge**  |
| **HR Administration** | £55 per hour  |

NEW SCHOOL BUSINESS MANAGER INDUCTION / ONE TO ONE COACHING

We will provide targeted one to one support and coaching to support School Business Managers.

This can be purchased on a needs basis and is at the charge of £700 per day.

1. **How we will engage with you**
* We are available all year round, between 8.30am and 5pm
* You will have a designated HR Business Partner who will work together to support you
* You can contact the team by telephone or email or arrange a meeting, virtually or in person
* We will endeavour to respond to all queries within 2 working days, if not sooner
* We will arrange at least one termly visit
* We will keep the Schools HR website updated and send regular updates to you
1. **Feedback**

We are always striving to provide an excellent service to our schools. We welcome your feedback. We will take on board your views and suggestions about how we can improve as well as what you value about our service. We will carry out a customer satisfaction survey on a yearly basis.

In the event you have any feedback with any aspect of the service, please liaise with the HR Business Partner in the first instance. If this is not possible or if after discussion the matter is not resolved, please refer this on to the Head of Schools HR. If you continue to be dissatisfied, you can refer the matter to the Assistant Director of Southwark Education, Learning and Achievement.

1. **Ending your contract**

We hope you continue to make us your preferred HR supplier. If for any reason you decide you no longer wish to continue with the service beyond the end of the year, please contact us to discuss your reasons. You will need to provide notice by **31st January 2025.**

**SOUTHWARK SCHOOLS HUMAN RESOURCES: AGREEMENT**

**SCOPE OF AGREEMENT:** This agreement covers services to the named school(s) only.

**PERIOD:** 1st April 2024 to 31st March 2025

**SCHOOL:**

**COST OF SERVICE:**

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|  | **Charge** | **Number of staff** | **TOTAL COST** |
| HR Core Service  | £112 per employee based on the number of open contracts from the November 2023 School Workforce Census *[For Schools that do not provide data for the SWFC, we charge on the basis of staffing numbers.]* |  |  |

**OUR MATERIALS:** All documents and other materials provided by the team, including all information on our website, is © schools human resources unless otherwise stated and in signing this agreement you agree not to share or disseminate our materials in full or in part without the express written permission of the head of schools human resources. Southwark Schools Human Resources will not accept any liability for actions arising in response to materials obtained by or from third parties.

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| **INVOICING:** All invoices are subject to the council’s terms and conditions.  |
| **We confirm our agreement for the provision of schools human resources services as detailed in the attached service level agreement in accordance with the terms set out above.** |
| **Signed:**  | **Head Teacher, for and on behalf of the Governing Body** **Name:**  |
| **Date:** |  |
| **Please return your signed agreement to:** **schoolshr@southwark.gov.uk****by no later than 15th March 2024** |
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