



Employee at risk of redundancy – this could be through:  
(1) restructuring  
(2) fixed term contract coming to an end

SCHOOL ACTION:  
Formal redundancy consultation commences

SCHOOL ACTION:  
Employee invited to a one to one meeting to discuss their individual circumstances and offered HR workshops

EMPLOYEE ACTION:  
Employee to confirm if they want to attend the HR workshops

HR ACTION:  
HR workshops:  
- Looking for jobs  
- How to complete an application form  
- CV writing  
- Interview skills  
- Redeployment

EMPLOYEE ACTION:  
Employee confirms they wish to be considered for alternative roles with Schools HR support

HR ACTION:  
Designated Schools HR Business nominated contact

EMPLOYEE ACTION:  
Employee to liaise with the designated Schools HR Business regarding roles they are interested in applying for

ROLES IN THE COUNCIL

ROLES IN OTHER SOUTHWARK SCHOOLS

ROLES IN CHURCH OF ENGLAND SCHOOLS

Schools HR Business Partner to liaise with Southwark HR to confirm the process

Schools HR Business Partner to liaise with school and the Employee to apply, in line with the school's requirements

Schools HR Business Partner to liaise with SDBE HR Manager and the Employee to apply, in line with the school requirements

EMPLOYEE ACTION:  
Employee to apply for the role, in line with council requirements

EMPLOYEE ACTION:  
Employee to indicate on the application form they are a redeployee

Employee to meet at least essential criteria

Employee invited to interview and is successful

Employee is on a four week trial period

HR ACTION:  
Designated Schools HR Business Partner will work with the individual to discuss any feedback

Employee and new Employer to assess if role is suitable and after 4 weeks to make a decision

Is the role suitable?

Decision made by both the employee and new employer to end the arrangement. Employee is made redundant END OF PROCESS

Decision made by both the employee and new employer to extend for a further period of up to 4 weeks

Employee is confirmed in the role END OF PROCESS

END OF PROCESS