

Professional **HR Services** designed exclusively for the education sector

Our HR Team

Our HR team has extensive experience in the Human Resources field having worked in the public, private and charities sectors with a wealth of experience and understanding of the education sector. Our HR team are CIPD (Chartered Institute of Personnel and Development) qualified. We offer a commercially focused, customer driven, professional and consistent schools and academy HR and Training and Development service.

Our HR Service

We offer specialist HR support for schools and academies in the following areas:

- ✓ Full HR Management support service
- ✓ Standard HR packages consisting of HR Consultancy and/or HR Administration
- ✓ Dedicated HR Consultant
- ✓ Packages tailored to meet the specific needs of your school or academy including on-site visits and guidance on specific issues and projects
- ✓ On site administration service e.g. to cover absence or for ad hoc projects
- ✓ On site manager/consultant cover service e.g. to cover absence or for ad hoc projects
- ✓ Bespoke and ad hoc services without the purchase of our standard HR packages
- ✓ Advisory services to help schools and academies meet the requirements in employing people
- ✓ Support and partnership working with Governors and Leadership teams on employment matters
- ✓ Confidential face to face meetings
- ✓ Mediation Service
- ✓ Clear and practical advice provided via email, telephone and face to face during office hours
- ✓ Information sent via a secure data link maintaining confidentiality
- ✓ HR and Management training courses
- ✓ Access to DBS , Occupational Health and Counselling services through our partner organisations

HR Training

FS4S offers a wide range of HR and Management Training, run as either 'open' short modular (2 hours) or half day courses. We can also develop and deliver bespoke training courses to be held on professional development training days. All our courses can be run 'on site' and tailored to your requirements.

HR Consultancy – Our NEW Two Steps Service

FS4S offers a HR Consultancy service that covers a wide spectrum of employment issues advising at strategic and operational level. Our HR team can work in partnership with your Leadership team and Governors to fully support you and your Human Resources Management needs through our NEW Two Steps Service:

Step Up To Gold Service

- ✓ On the spot advice/guidance via e-mail or telephone
- ✓ HR Health Check and termly review meetings
- ✓ Review of documentation i.e. letters/statements
- ✓ Letter preparation for employment processes; disciplinary/capability/absence process
- ✓ Attendance at absence review meetings including formal
- ✓ Meetings to provide advice and guidance on procedures/process with follow-up e-mail
- ✓ Templates for all employment matters
- ✓ Example job descriptions
- ✓ Option to purchase additional services at any time or upgrade to Platinum Service

Step Up to Platinum Service – all the above plus:

- ✓ Conducting investigations including meetings; attendance at disciplinary meetings
- ✓ Policy Review
- ✓ Change management; documentation and attendance at meetings
- ✓ Advice on Settlement Agreements; meetings, Agreement preparation; liaison with unions
- ✓ TUPE processes; attendance at meetings, assistance with documentation
- ✓ Job Evaluation (NJC) and grade accordingly
- ✓ Strategic advice; meetings with SLT/Governors or Trustees

HR Administration

FS4S offers an operational HR Administration service to schools and academies for staff during their employment life cycle, delivering transactional services in conjunction with our payroll team. This includes a full range of administrative and maintenance services from new hire through to termination of employment, such as:

- ✓ New starter/contracts/leaver letters and administration
- ✓ Confirmation of amendments (e.g. changes to salary, grade, hours, family leave arrangements, secondments, acting up, performance management and so on)
- ✓ Assisting schools with internal processes such as the maintenance of employee records

We would be very happy to visit your school to discuss your requirements at a time convenient to you. Please give us a call on **01793 882569** and ask **Lynne Buckland** or **Lorraine Billis**. We will be pleased to answer any questions you may have or attend your Governors' Meeting if that is easier.

*What should schools do now if they want to ask **FS4S** to quote?*