

Southwark Schools Human Resources – Service Offer

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1. About the service

Southwark Schools Human Resource is a local authority run service, offering schools a specialist HR service.

We have a long history of working with education settings, providing clear specialist advice to resolve HR issues. We understand that your focus is on delivering the best outcomes for children and when staffing matters arise, you need immediate advice that provides you with a strategic approach to managing the issues.

We have developed close working relationships with you by having an allocated HR Business Partner with specific responsibility for your school. We work in partnership with Education colleagues, as well as Finance and Legal, to provide a holistic approach to managing your HR issues.

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:

Respect – valuing and respecting that each school is different and we provide a bespoke HR service adapted to your school

Expert – knowledge and understanding of working with schools within the context of education, employment law and safeguarding

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

3. Our service offer

EMPLOYEE RELATIONS

- Strategic HR advice
- Advice and guidance on managing ER matters in a timely way to minimise the need to escalate matters more formally under the relevant HR policies and procedures
- Provision of HR policies for adoption by the school as required
- Consult and engage with the recognised education trade unions on schools' behalf
- Managing employee exits

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

- Accredited Hay Job Evaluators, carrying out job evaluations in line with HAY Job Evaluation Scheme
- 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
- Liaise with Southwark Procurement, Legal Services and Pensions on TUPE [*Transfer of Undertakings (Protection of Employment) Regulations*] transfers, providing HR advice on 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
- Update on NJC term and conditions

LEARNING AND DEVELOPMENT

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

HR ADMINISTRATION

- DBS checks
- Undertake prohibition checks on relevant staff members
- Applications for Certificate of Sponsorships submitted (subject to terms and conditions) and if granted, processed
- Renewals for Certificate of Sponsorship processed

RECRUITMENT

- We will advertise your roles on the Southwark Schools HR website and other recruitment websites
- We will advise on senior leader appointments and will work in partnership with the School Improvement Partner
- We will advise on pre-employment checks, including right to work and help you with any complex queries that may arise
- We will provide model templates available on our website

HR ADMINISTRATION

- DBS
- Recruitment service
- HR meeting minute taking
- Applications for Certificate of Sponsorships submitted (subject to terms and conditions) and if granted, processed
- Renewals for Certificate of Sponsorship processed

4. Costs

Core Service	For a fixed annual fee, our Core HR Service includes the following: <ul style="list-style-type: none">- Advisory service- On-site support- Full access to the Schools HR website	£105 per employee based on the number of open contracts from November 2021 School Workforce Census
For those schools buying into the Core Service, they also receive a subsidised rate on our other services.		

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

We work with the Guardian and Indeed. We also advertise your vacancies on the Schools HR website. We offer a package where you can choose to buy up to five adverts over the year, which is discounted.

		Schools buying into the Core HR Service	Schools not buying into the Core HR Service
Recruitment – placing of adverts	One single advert	£140	£170
	Package of two adverts	£250	£310
	Package of three adverts	£365	£455
	Package of four adverts	£400	£600
	Package of five adverts	£500	£750

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.

	Virtual training (This is delivered over two ½ days)	In person training (This is delivered on 1 day)
Schools buying into the core service	£110	£140
Schools not buying into the core service	£150	£190

LEARNING AND DEVELOPMENT

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

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

	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	£55	£75
	In person	£75	£100
Up to 1 day training	Virtual	£110	£140
	In person	£150	£190

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.

	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	£15	£25

Barred list check	£10	£20
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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.

	Basic audit	In-depth audit
	<i>This includes the prep, up to half a day audit and any follow up work.</i>	<i>This includes the prep, audit carried out over two days and follow up work.</i>
Maintained schools buying into the core service*	Free	£1,200
Maintained schools not buying into the core service*	Free	£1,400
Non-maintained schools buying into the core service	£700	£1,200
Non-maintained schools not buying into the core service	£1,000	£1,400

****part of local authority statutory functions towards maintained schools***

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 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.

	Schools buying into the Core HR Service	Schools not buying into the Core HR Service
Cost per job evaluation	£60	£120
Package of two	£100	£200
Package of three	£150	£300
Package of four	£200	£400
Package of five	£250	£500

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

HR ADMINISTRATION

	Charge
HR Administration	£50 per hour

CERTIFICATE OF SPONSORSHIP

We will charge an administration fee of £300 for any new application or renewal. This is in addition to any separate costs that the school will need to pay for the certificate of sponsorship.

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.

SCHOOL BUSINESS MANAGER WEBSITE SUBSCRIPTION

In 2021, we worked with colleagues and School Business Managers to create a space for Southwark School Business Managers and Leaders to have a central point for information as well as being a forum for sharing good practice and learning from others. From this year, there will be a subscription of £100 per School. Where a school does not purchase this, they will not be able to continue to access the website.

5. 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 and HR Adviser 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, for ease of information
- We will send a regular update of changes to the website

6. 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, from time to time, carry out a customer satisfaction survey.

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.

7. 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 2023**.

SOUTHWARK SCHOOLS HUMAN RESOURCES: AGREEMENT

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

PERIOD: 1st April 2022 to 31st March 2023

COST OF SERVICE:

	Charge	Number of staff	TOTAL COST
HR Core Service	£105 per employee based on the number of open contracts from the November 2021 School Workforce Census		

For those schools buying into the HR Core Service, we will also charge an additional £100 for access to the School Business Managers' website.

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.

INVOICING: All invoices are subject to the council's terms and conditions.

NAME OF SCHOOL:

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 31st March 2022