



Section 3

Staffing and Personnel

Recruiting a new member of staff such as the Headteacher or an Newly Qualified Teacher (NQT) can be a complex process and requires careful planning from the outset. We work in partnership with the Governing Body and the Headteacher throughout the recruitment process to ensure correct procedures are followed and can provide expertise where necessary.

Benefits to Your School

Headteacher and Senior Manager Recruitment:

- full recruitment and selection process for senior appointments such as Assistant, Deputy and Head teachers
- handling all response and administration of the recruitment process including written correspondence to candidates, taking up references and follow-up letters
- assistance with the shortlisting, selection process and organisation of interviews
- advice on recruitment procedures and practices e.g. safer recruitment

NQT Recruitment:

- a named officer within the Recruitment Team as the contact point for management of the NQT service on your behalf
- a streamlined and efficient service for advertising and shortlisting
- a database of short listed and recommended NQTs ready for Headteachers to interview
- support to schools to recruit and appoint NQTs through a coherent cross-Borough campaign
- access to National Employers Organisations and Government departments, e.g. The Training and Development Agency, the Department of Education and Skills, Metropolitan Housing Association which provides key-worker housing and Work Permits UK

Advertising (non SLA schools):

- delivery of a high quality and responsive administration service to schools
- placement service for teaching and support staff advertisements in the local Job Search, Teaching Circular, media and website

Ad-Hoc Recruitment Services:

- we are able to handle the sending and receiving of application packs on behalf of schools

Service Features

Headteacher and Senior Manager Recruitment:

- advice on timelines, style, content and price of the advertisement and information pack
- assistance with the preparation, processing and placement of the advertisement
- response handling and administration of the recruitment process including all written correspondence to candidates, taking up references and follow-up letters
- sample advertisements, job descriptions, candidate specifications other documentation required for the information pack
- applicant database and assistance with the shortlisting, selection process and interviews
- liaison with LA advisers, governors and applicants
- liaison with recruitment agencies to undertake candidate searches

NQT Recruitment:

- centralised national advertising to attract NQTs
- attendance on behalf of schools at university recruitment fairs
- production of professional NQT recruitment packs and other publicity
- advice to Headteachers on the suitability of applicants
- advice to Headteachers on pay and conditions of service for NQTs
- pre-employment checks, the appointment of candidates and implementation of discretionary arrangements
- model NQT recruitment and selection procedures for schools including interview and appointment procedures

Ad-hoc Recruitment Services (Non SLA Schools only)

Advertising:

- advice on timelines, style, content and price of the advertisement and information pack
- sample advertisements, job descriptions, candidate specifications
- processing and placement of the advertisement

Recruitment Administration:

- handle all response and administration of the recruitment process
- keep a database on all applicant data
- provide general recruitment advice

Service Guarantees

- we guarantee to answer your calls within three rings and respond to messages within 24 hours
- we will ensure that all deadlines are adhered to and to provide a fast, efficient and transparent recruitment service, e.g. the despatch of applicant packs within 24 hours of request
- we will provide regular updates to users of each service

Price

Headteacher and Senior Manager Recruitment:

- Primary Headships from £700
- Secondary from £850
- Deputy and Assistant Head appointments from £700 per post

This includes three pre-meetings and attendance at shortlisting and interview stage.

Additional meetings will incur an extra charge of £60 per hour.

(Prices will vary according to the level of support required by the panel.)

NQT Recruitment:

- basic initial charge of £160 per school to cover the price of advertising, shortlisting and administration.
- plus £220 for each NQT appointed to your school
- Headteachers who assist the LA with the NQT pool selection process will receive a discount of up to 50% of the above prices

Ad-hoc Recruitment Services

Recruitment Administration:

- administration price from £220 per post (Price will vary according to the level of support required by the panel)
- attendance on interview panels at £180 per day

Advertising – all schools:

- Job Search production charge (levied by Haringey Council) £100

Advertising (non SLA schools only):

- write and design bespoke adverts from £40
- placement of an advert £70.

Contract of Service

The SLA and/or contract will be provided by the Council and will be agreed and signed by both parties prior to the service being taken up. The SLA will detail the expectations of both parties. In the event that either party would like to cancel the service, no less than one term's notice period should be given.

Additional Information

We can also offer bespoke training for schools and governors on the recruitment and selection process.

Contact Details

Elizabeth Read
Recruitment and Retention Manager

Tel: 020 8489 3806
Email: elizabeth.read@haringey.gov.uk

For NQT, Advertising and Recruitment Administration

Maxine Sobers
Recruitment Officer

Tel: 020 8489 3291
Email: maxine.sobers@haringey.gov.uk

School Personnel – Advisory Service

The **School Personnel Advisory Service** provides a comprehensive and flexible service for schools from pre-employment guidance and support and the appointment of staff through to termination of employment. We cover the management of employee relations issues and assistance with the interpretation of nationally and locally agreed terms and conditions of service.

Benefits to Your School

Access to:

- legal advice
- experienced Officers most of whom have, or are working towards, qualifications such as the Certificate from the Chartered Institute of Personnel Development and the European Computer Driving Licence
- performance management systems which are already in place to ensure that a high quality service is consistently offered and monitored
- induction briefings for Headteachers on the breadth of personnel management procedures and documentation and training for Headteachers, Leadership Teams and Administrative staff on new and existing procedures

In addition, we also:

- provide your school with a Schools' Personnel Handbook, including model personnel policies and procedures agreed with Trade Union representatives which conform to relevant legislation and best practice
- respond to Trade Unions, employee representatives and external agencies on your behalf
- pursue, receive and interpret information, advice and legal updates from other agencies on all employment-related matters and we have the benefit of access to national employer's organisations, local authority networks and legal services
- pay any Employment Tribunal or court costs awarded against the School, provided the School has accepted and followed advice from the Schools Personnel Team
- This does not cover legal advice or fees from the point proceedings are started in a Tribunal or court (see Legal Assistance Service)

Service Features

Generally, we provide:

- a minimum of three visits per year by appointment and at your request
- access to a delegated Personnel Advisor for your school
- advice, support and assistance to Headteachers or Governor Panels at formal hearings

Employee Relations

We represent Haringey schools at borough-wide consultative meetings with the recognised trade union representatives. We give advice, support and guidance across a broad spectrum of employee relations issues and procedures, such as:

- discipline and dismissal including the suspension of staff and assistance with the preparation of cases for Hearings and Employment Tribunals
- advice on personnel matters as they relate to child abuse investigations in consultation with the child protection services and the police
- preparing for staff reviews/reorganisations and changes to terms and conditions
- management of organisational change and proactive advice/assistance with redeployment matters
- management of unacceptable attendance levels seeking early resolution via action plans, referrals to Occupational Health and preparing for final Sickness Capability Hearings
- mediation and conciliation for Grievances and Disputes raised by individuals, staff groups and/or their representatives

Contracts of Employment and Conditions of Service

The Schools Personnel Team will also provide best practice advice on a broad spectrum of conditions of service issues and procedures, such as:

- management structures, job descriptions and person specification samples
- Job Evaluation* and Grading Appeals; advising on appropriate grading for groups of posts or individual posts
- recruitment policies including safe recruitment techniques, Immigration and Asylum restrictions and Equality Legislation for all posts

- undertaking all statutory pre-employment checks, including medical*, CRB*, DCSF List 99*, Independent Safeguarding Authority (ISA) registration, GTC, qualifications, and Asylum and Immigration checks
- preparing statements of particulars or confirmation of offer including employment contracts, conditions of service, discretionary powers within conditions of service and rates of pay, and advice to employees on entitlements (Employment Rights Act 1996)
- providing regular and ad-hoc personnel-related Management Information, with analysis of trends and making recommendations where there are areas of concern

*will incur an additional cost

Guarantees

We:

- guarantee to answer your calls within three rings and respond to messages within 24 hours
- will process all contracts within the prescribed legal timescales
- will process List 99 checks within 24 hours of the request

Price

Basic charge per employee (Employee numbers will be based on the number of employees shown on a census as at March 2010).	£84
---	-----

Services also available at additional cost:

CRB enhanced checks with advice on how to deal with disclosures. From July 2010 Independent Safeguarding Authority Registration Fee, including CRB check	£36 each £64
CRB and ISA administration costs	£13 each
CRB checks inc fee, for self-employed consultant etc.	£75
ISA checks	£100
List 99 checks	£5.50 per check (if not contracted to both our Personnel and Payroll packages)

Organisation of new or renewal of work sponsorship, including advice on applications and the cost incurred by the LA to registration with the UK Border Agency	£90
Evaluation of job descriptions	£72
Production of salary assessments	£60 per hour
Support to resolve disputes, including mediation, formal procedures and tribunals (Non-SLA Schools).	£60 per hour for Personnel Advisor; £88 per hour for Senior Personnel Officer; and, £120 per hour for Head of Schools Personnel Trained Mediator £80 per hour
Production of Compromise Agreements including payment of associated Legal Fees and processing of special payment	£600 per agreement
Bespoke school-based training on personnel policy and practice	£105 per hour

Contract of Service

The SLA and/or contract will be provided by the Council and will be agreed and signed by both parties prior to the service being taken up. The SLA will detail the expectations of both parties. In the event that either party would like to cancel the service, no less than one term's notice period should be given.

Contact Details

Carmelina Tona
Head of Schools Personnel

Tel: 020 8489 3259
Email: carmelina.tona@haringey.gov.uk

School Personnel – Payroll Service

The **School Personnel Payroll Service** provides a full Pay As You Earn (PAYE) function for Haringey schools including responsibility for the administration of pay to members of staff and complying with Inland Revenue requirements. In addition, we provide administrative support for both support and Teacher Pension Schemes and act as a first point of contact for members of staff with enquiries about the schemes.

Benefits to Your School

We:

- comply with all the Inland Revenue requirements
- provide advice to the School Leadership Teams, Governors and your staff, on all aspects of payroll policy and practice
- provide each school with unlimited access to a link Payroll Officer as a first point of contact
- pursue, receive and interpret information, advice and legal updates from other agencies on all employment related matters and we have the benefit of access to national employers organisations, local authority networks and legal services
- use Performance Management systems which are already in place to ensure quality and efficiency are monitored

Service Features

We:

- carry out the full PAYE payroll function for the school staff and aggregation of earnings for PAYE purposes for those with more than one contract of employment, including dealing with all payroll deductions, calculation and application of statutory sick pay, maternity pay, pay awards and increments
- process all your documents relating to payroll including staff return, timesheets and any queries relating to pay
- supply confirmation of pay details for mortgage and rent enquiries, benefit claims, jury service, loss of earning and third party accident claims

Guarantees

We:

- operate within secure physical and computerised systems to prevent error and fraud
- will answer your calls within three rings and respond to messages within 24 hours

Price

£45.60 (£3.80 per payslip) per employee on the basis that each employee does not have more than two duties at the school. This price includes the completion of the Teachers' Annual Pension Return.

Ad-Hoc Costs

Special/Advance Payments

Upon request, e.g. for one-off payments or in cases where paperwork is received after published deadlines;

- £50 per transaction notified to the team by Monday for BACS payment on Thursday

Schools Opting-Out of the Schools Payroll Service - your school will be charged for the related administrative work associated with providing information or responding to enquiries from the school or the new payroll provider at a flat rate fee of £330 or £15 per employee, whichever is the greater.

Teachers Pension Annual Return - a fixed charge £650 is payable by schools not purchasing the Schools Payroll Service.

This charge is to cover the cost of the statutory duties of the Council relating to completion of the Teachers' Pension Annual Return and the collection and payment of Teachers' Pension contributions. The charge is based on the assumption that all the information provided by third party payroll providers is correct and up to date. Should there be any errors identified to the Council by Capita, which involves additional extensive investigation, an additional charge will be levied.

Contract of Service

The SLA and/or contract will be provided by the Council and will be agreed and signed by both parties prior to the service being taken up. The SLA will detail the expectations of both parties. In the event that either party would like to cancel the service, no less than one term's notice period should be given.

Contact Details

Carmelina Tona
Head of Schools Personnel

Tel: 020 8489 3259

Email: carmelina.tona@haringey.gov.uk

Maternity and Parental Leave Insurance Service

We offer an insurance scheme which spreads the costs of maternity, parental and adoptive leave, experienced but not forecast by a school, across a full year. The Scheme gives Headteachers the financial resources to fund the salaries of replacement and supply teachers for the period of absence of permanent teaching staff.

Benefits to Your School

- Removal of the risk associated with not knowing how many staff will be on maternity, parental or adoption leave over any particular financial year
- Refunds of premium at the end of each year, being paid to schools proportionate to the number of claims made during the year

Service Features

- A link officer who has up-to-date knowledge of all maternity, adoption and parental leave issues in addition to the payments under the insurance scheme and statutory maternity pay reimbursement may be used at the discretion of the school
- If the total premiums collected are less than the sums paid out, schools where claims exceed their premiums will be required to pay a one-off additional premium which is not transferred to the following year

Guarantees

- We will answer your calls within three rings and respond to messages within 24 hours
- Claim forms will be despatched within 24 hours of the request
- Claims will be reimbursed by 31 March each year
- The link officer will contact schools on a regular basis regarding the progress of claims
- For complex cases the link officer will visit your school for a one-to-one consultation

Price

- The Premium is 8% of the school's monthly salary cost, which is calculated by using the average of the total salary cost from October to December each year

Contract of Service

The SLA and/or contract will be provided by the Council and will be agreed and signed by both parties prior to the service being taken up. The SLA will detail the expectations of both parties. In the event that either party would like to cancel the service, no less than one term's notice period should be given.

Additional Information

Exclusions:

- maternity leave resulting from a pregnancy known at the time a school joins the scheme for the first time
- employees with average weekly earnings of £95 (2009/10 rate) or less. (These employees will normally be covered by the statutory maternity/paternity pay)

Contact Details

Liliana Bujan-Guatelli
Senior Payroll Coordinator

Tel: 020 8489 3861

Email: liliana.bujan-guatelli@haringey.gov.uk

Staff Absence Insurance Service

We offer a comprehensive insurance policy which helps to protect school budgets against the unpredictable costs of staff absence. The product is designed to offer schools choice and flexibility. Schools tailor cover to meet their individual needs. Specialist insurance consultants provide free advice to help schools identify required levels of cover.

Your school can select:

- the categories of staff you would like to insure
- the daily benefit you would like to receive
- the length of excess for each staff category. The excess is the period before benefit payments will start (0-25 days available)
- the maximum benefit period for each staff category
- the level of stress cover required (schools can choose to cover the full benefit period, limit cover to 30 days only or take no cover)
- whether you wish to receive cover for maternity, paternity or adoption leave

Benefits to Your School

Our policy provides a daily benefit payment for each day of absence.

Our policy provides cover for:

- all absences as a result of accidents or illnesses
- comprehensive stress related illnesses cover. Both work and home related stress are covered. Anxiety, depression, chronic fatigue. You can also choose to limit or exclude this cover from your policy
- pregnancy related illnesses up to four weeks prior to the expected date of confinement
- absence as a result of jury service. The daily benefit is payable for the full benefit period your school selects
- phased returns are covered for the full benefit period. Phasing a return to work can sometimes prevent longer term absence through a premature return to full time working. Our policy allows for phased returns for a period of up to two years

All insured staff could also benefit from our Orthopaedic Rehabilitation Service giving access to specialist treatments where early intervention will enable staff members to make a swifter recovery and return to work.

All insured school staff and their families can also benefit from access to our wellbeing help lines, available 24 hours a day, 365 days a year. They give access to Stress Counselling, Medical, Tax and Legal Advice.

Service Features

A prompt and efficient claims service. Standard verification does not require the submission of doctor's notes or additional paperwork.

- Our easy claims notification procedure takes the pressure off school administrators, allowing up to 76 days to notify claims
- We do not charge for normal mid-term fluctuations in staff FTE
- Free advice; our helpful and sympathetic insurance consultants are available to answer any queries you may have
- Free visits are available upon request

Guarantees

- We aim to pay all valid claims within five working days of receipt
- For complex requests/needs a member of our team will visit your school for a one-to-one consultation

Price

Premiums are based on each school's unique profile and are calculated and negotiated individually. The data required is the staff FTE for each selected category and school absence data.

Premiums are payable annually in advance, or part thereof if joining the scheme mid-term.

Contract of Service

Our full, standard terms of business are issued to each school along with quotations, prior to any contract confirmation. If you wish to request a copy of our terms prior to submitting your quote application please email info@capitabest.co.uk

Additional Information

Capita BEST is a brand of Capita Absence Management Services Ltd. Capita Absence Management Services Ltd is authorised and regulated by the Financial Services Authority in respect of insurance mediation activities only.

Contact Details

Capita BEST will be pleased to provide you with applications forms and free quotations upon request.

Any questions about the scheme will be answered by Capita BEST's experienced Client Liaison Team:

Freephone: 0800 783 3500
Email: info@capitabest.co.uk

The office hours are 8.30am to 5.00pm Monday to Friday

To learn more about our products visit www.capitabest.co.uk



Occupational Health and Welfare Service

The **Occupational Health and Welfare Service** is a proactive and essentially nurse led team providing professional, pragmatic, evidence based advice and guidance to schools on the employment implications of ill health in the workplace. We aspire to a rapid turnaround, definitive decision-making and sustainable, cost effective solutions.

In addition to the above, we aim to provide a professional, friendly and helpful approach to all our customers.

Benefits to Your School

Our effective Occupational Health (OH) team will give authoritative advice on:

- current fitness for work
- reasoned prognosis
- potential for legal liability
- sustainable workplace adjustments
- supportable criteria for ill health retirement
- application of the Disability Discrimination Act (1995/2005) where appropriate
- solution focused interventions, including counselling
- health surveillance

Service Features

We will provide:

- pre-employment assessments
- short and long term sickness absence reviews
- case conferences
- rehabilitation programmes
- workplace assessments
- welfare assessment for counselling
- advice on ill health retirement

A vaccination programme is also available, where required. Health Interviews will be carried out either by the OH Adviser or by the OH Physicians, following assessment of the specific needs of the case concerned.

A recent innovation is the provision of health checks for employees in the workplace with regard to individual cardio-vascular risk assessments, encompassing blood pressure, cholesterol and urine checks and advice on diet, smoking and current lifestyle.

Price

OH Specialist Physician Examination. Advice/report per 45 min appointment	£195
OH Specialist Nurse Practitioner Examination. Advice/report per 45 min appointment	£95
Pre-employment Health Interview with OH Specialist Nurse Practitioner per 45 min appointment	£95
Welfare Assessment	£55
External Counselling sessions. Minimum Fee per session	£65
Display Screen Equipment Risk. Assessment/Report	£110
Workplace Assessment/Report	£120
Enquiry from a GP/Specialist will be charged at invoiced cost and can vary as follows:	£50 - £80
G.P. Report	
Specialist Report	£150 - £350
OH Physician Report without examination	£80
Hourly rate for OH Advisor for case conferences, meetings, service development work, etc.	£110
Vaccinations per appointment (In addition, the cost of the specific vaccination will vary between £5.00 and £35.00)	£25
Pre-employment Paper Screening	£12
Foodhandlers Health Surveillance	£45
MOT Health Check	£30

Contract of Service

The SLA and/or contract will be provided by the Council and will be agreed and signed by both parties prior to the service being taken up. The SLA will detail the expectations of both parties. In the event that either party would like to cancel the service, no less than one term's notice period should be given.

We request that SLAs are completed and signed by the end of April 2010.

Contact Details

For queries regarding invoices:

Ursula Brown
OH Welfare and Wellbeing Advisor

Tel: 020 8489 4558
Email: ursula.brown@haringey.gov.uk

For any other queries regarding the Occupational Health and Welfare Service:

Danni Lyall
Senior Administrator, Occupational Health and Welfare

Tel: 020 8489 4551
Email: danni.lyall@haringey.gov.uk