



# HR in Education

We understand that good performance management is at the heart of a successful school. At the HR Services Partnership we support schools with every aspect of people management. From ensuring that the administrative functions are sound but not excessive; to providing the school's management with ready access to pragmatic advice and support and, working with the senior team to devise longer term and strategic approaches to problems.

## What we offer

### Working strategically

- ✓ Developing longer term solutions including to deal with performance problems; changing the workplace culture and, developing leadership for staff management.
- ✓ Restructuring and reorganisations

### Day-to-day support (including)

- ✓ Managing absences
- ✓ Investigations
- ✓ Disciplinary and capability situations
- ✓ Drafting policies and procedures
- ✓ Maternity, paternity, emergency and parental leave management

### Administrative support (including)

- ✓ Recruitment administration
- ✓ Absence recording and monitoring
- ✓ Record keeping and reminders

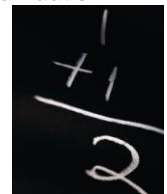
## Call us for more information

## Why choose us?

- ✓ Qualified experienced HR professionals
- ✓ Pragmatic approach to problem solving
- ✓ Dedicated consultants to ensure continuity
- ✓ Bespoke policies and procedures
- ✓ On-site support when required

### *"They understand the requirements of our sector"*

*The primary objective of the Jigsaw Trust is to improve the lives of those affected by an autism spectrum disorder through the provision of high quality, accessible, educational, vocational and wellbeing services. Over the past 6 years, The HR Services Partnership have provided us with excellent advice and guidance on a range of HR issues that has always been invaluable, particularly as they understand the requirements of our sector. They are friendly, professional, responsive to our needs and always deliver what we need when we need it.*



**Rachel Turnbull – HR Manager - Jigsaw School**

## Visit our website for further testimonials

Tel: 01403 240205

[www.hrservicespartnership.co.uk](http://www.hrservicespartnership.co.uk)

How can I improve skills?  
 HOW DO I INTRODUCE A NEW PAY STRUCTURE?  
 What is the process we need to follow?  
 How can we adapt?  
 WHO CAN I TURN TO?  
 We need a strategic approach?  
 HOW DO WE UPDATE OUR STAFF POLICIES?  
 We haven't got the time!  
 HOW CAN WE DO THIS LEGALLY?  
 What do my staff really think?  
 WHO CAN I RELY ON?  
 What is the risk?  
 Why are some staff always calling in sick?  
 How can I reduce recruitment costs?



### The Right choice HRSP

We definitely made the right choice in choosing HRSP and would have no hesitation in recommending them.

Tracie Colin-McKenzie, Trustee,  
 Worthing Women's Aid.

### "A professional and efficient service in a friendly, pragmatic way"

I have worked with HRSP during my time as CEO of several charities and would not hesitate to recommend them to others. In my most recent role as CEO for Samaritans we have used HRSP to provide support to our branches regarding employing staff and also to provide independent advice and support to our busy HR team at the Central Charity. HRSP quickly built up good working relationships with the HR team and staff and soon grasped an understanding of our complex structure and unique way of working. HRSP have provided a professional and efficient service in a friendly, pragmatic way.

Catherine Johnstone, CEO – Samaritans

### "Tailored their service and advice"

"On being appointed, the HR Services Partnership very quickly understood the ethos and culture of our organisation and tailored their service and advice accordingly. In my experience of a range of HR service providers, their help in bringing our HR policies and procedures in line with good practice and regulatory requirements has been second to none. In addition and equally important, working with all members of their team has been a pleasure".

Adrian Maunders, CEO, English Rural Housing

Tel: 01403 240205

[www.hrservicespartnership.co.uk](http://www.hrservicespartnership.co.uk)