



enlightened HR

VIEW PEOPLE DIFFERENTLY

Providers of holistic HR Services
that empower your people and
build capacity in your school

At EnlightenedHR we recognise that people are a school's most important asset and effective staff management is at the heart of school improvement.



Recruit and induct the best staff



Provide relevant training



Reward great performance



Identify career opportunities



Give support when needed



Retain the talent developed

We provide outstanding advice through a team of FCIPD qualified HR specialists. If you take out a service contract with us one of the team will become your **Designated Adviser**. This person will provide personalised support, which means that we can guarantee a rapid response to any enquiry from someone who is known to you personally and has a detailed understanding of your school.

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Our model is to be the architects of best practice, engineering out problems before they can develop.

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Our team of highly experienced education, education HR and finance practitioners are capable of providing holistic solutions in even the most complex of environments. We guarantee that our support, whether provided on an ad hoc project basis or through a service contract, will always be:

- ✓ in tune with your ethos and vision;
- ✓ tailored to your specific needs;
- ✓ responsive and effective;
- ✓ great value for money; and
- ✓ delivered by experienced professionals who really understand the challenges you face and have the expertise to support continuous improvement.



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Building Capacity - a 3 Year Strategy for MATs

Having years of experience in this sector and working with many existing and expanding MATs, we understand that as your Trust grows you will be considering the benefits of economies of scale. Building you capacity through a HR manager is a sensible step forward, especially if you already have an academy based business manager who has HR experience. We set up EnlightenedHR to provide solutions that are flexible, innovative and responsive to the needs of the sector and are not hide bound by traditional models of support that build a dependency culture. We will provide advice, on-site training and support from a highly experienced and qualified HR adviser with leadership experience to build your capacity over a three year period, meaning that our input and costs reduce over time. Our innovative 3 year model shown below is provided as an example of how we can grow capacity...

YEAR 1

Covered by our Modified 'Enhanced' Service Contract

- A dedicated HR adviser – unlimited email and telephone support for HR Manager.
- **HR Health Check**
- Review of current policy and procedures.
- Policy harmonization across academies.
- Review of duplicate roles and equality issues.
- Access to template policies and other key documentation through membership of **Access HR**.
- Time on academy sites each term to be used at the MAT's discretion.
- Adviser attends hearings/ appeals as required.

YEAR 1 BENEFITS

- Your central team is supported in managing HR issues in the new / growing MAT.
- Our adviser supports the identification and delivery of a **Training Plan** for the nominated HR manager.
- HR systems and procedures are benchmarked against best practice.
- The MAT has a fully developed set of statutory policies linked to effective procedures.
- Staff capacity to manage day-to-day issues is growing.
- Governors of the schools are confident in applying HR policy.

YEAR 2

Covered by our Revised 'Enhanced' Service Contract

- A dedicated HR adviser – unlimited email and telephone support for HR Manager.
- **HR Year 2 Health Check**
- Training and time on site with the HR manager from your HR adviser.
- HR planning for MAT expansion and recommendations to Trust / governors / senior leaders on appropriate procedures.
- On-going updates to statutory information and guidance through **Access HR**.
- Coaching for HR administrative roles in the individual academies.
- Adviser builds capacity in internal investigator team for hearings and appeals.

YEAR 2 BENEFITS

- A confident HR manager with a developing professional relationship with the **Dedicated HR Adviser**.
- HR systems that are increasingly responsive to the needs of a growing MAT.
- Administrative staff who actively manage issues such as absence, grievance, etc.
- Policy review schedule fully in place and governor HR leads fully involved in each academy.
- HR manager able to concentrate on compliance and consistency across the MAT without day-to-day support.

YEAR 3

Covered by our Modified 'Core' Service Contract

- Continuing access to the designated adviser via email and telephone support (exact levels dependent on your context e.g. through the HR manager alone or from individual academies).
- Ongoing updates to statutory information and guidance through **Access HR**.
- Access to additional capacity as needed e.g. restructuring, TUPE, complex investigations.
- Adviser review and comment on documentation for any casework.
- Changes to statutory requirements flagged and notified regularly.

YEAR 3 BENEFITS

- HR Processes in place to manage new academy conversions into the MAT with limited external support.
- Increasingly effective internal academy administration teams working with the HR manager.
- The MAT is anticipating HR issues, managing casework and concentrating on recruitment and retention for school improvement.
- HR roles in individual academies reporting to HR Manager feeling confident and supported.



accessHR

LEARN, DEVELOP, GROW

Welcome to our HR Portal designed to support staff responsible for HR in schools and academies

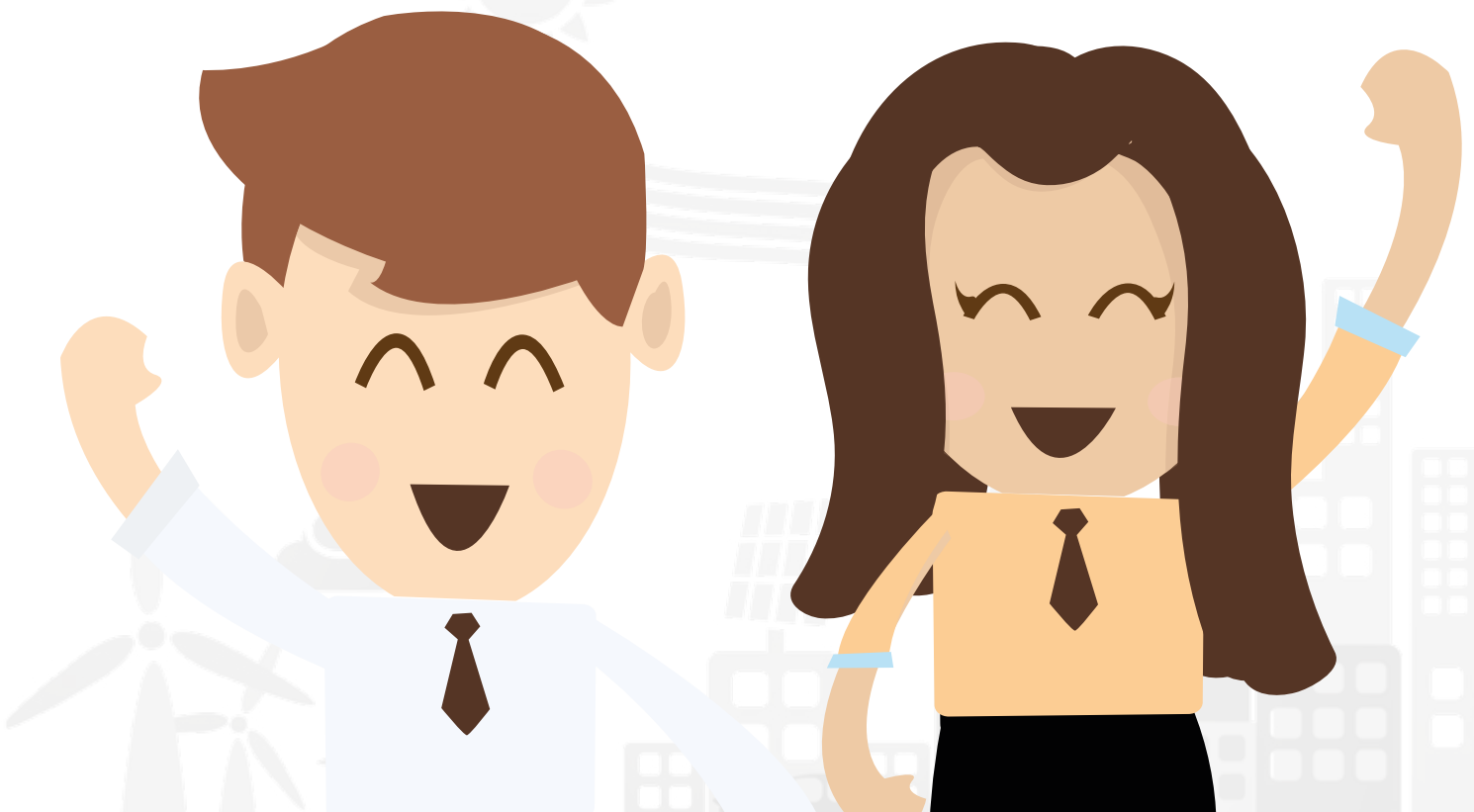
We have been asked to carry out numerous HR audits in schools and academies to look at how effective policies, procedures and systems are.

One consistent message fed back to our team when undertaking this work was that HR is the Cinderella service when compared to finance and premises management. Many school business managers confided that training

on HR was underfunded compared to the training received on issues such as financial management or health and safety.

Many colleagues confided that they “didn’t know what they didn’t know” and could spend hours finding the answer to a relatively simple question. **Our solution to these problems is Access HR.**

Essential CPD and resources for School Business Managers and School HR personnel



For less than the cost of a training course you will get a year's access to CPD materials covering:

- A Template Policy Document Library
- Advisory Notes on Best Practice
- How to Guides
- Networking Forum
- Email Help Line

All this and more for only £175.00 pa.

Gain instant access to working compliant policies, guidance documents, expert advice and peer-to-peer support. Access HR is about helping you to develop your skills and understanding in this very important area of school management through discussion forums, weekly self-development topics and hosted discussions with HR experts.

To sign up today visit **access-ehr.com** for more information.



Pay Per Project Services

Support from Enlightened HR can also be purchased on a call down basis to support specific projects or more complex casework. This enables strategic use of your budget with no long term commitment or up front cost.

Services Provided

- Developing a HR strategy for Multi-Academy Trusts through visioning; the development of leadership and management structures; and establishing roles, responsibilities and accountabilities of governors and senior leaders.
- Complex Casework where an independent third party is required to ensure impartiality.
- HR health check to ensure that the MAT / Academy is compliant and policies and procedures are being properly implemented.
- Job Evaluations for either restructuring or to ensure equality across a MAT.
- Developing new T&Cs and contracts.
- HR coaching and training for Academy HR / Business Managers.
- Policy development and review.
- TUPE for schools converting to Academy status.

Recruitment Services for Senior Management Posts

- Development of Job Descriptions, Person Specifications and standard and non-standard contracts, safer recruitment guidelines.
- Development and creation of Job Advertisements and Recruitment Micro-sites.
- Executive Search.
- Preparation of a recruitment assessment centre.
- Support to Trustees / Directors in long and short listing and at interview.
- DBS and pre-employment checks.
- Advice on succession planning.

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...strategic use of your budget with no long term commitment or up front cost.

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Support for Multi-Academy Trusts

We have supported many emerging MATs with their visioning, strategic planning and operational implementation covering HR, finance and education. We can also support your due diligence process prior to conversion.

Other HR Related Services

- DBS checks using the rapid 'e-bulk' system.
- Pre-employment checks.
- Employment Law advice.
- Occupational Health and Employee Assistance Programmes.
- Health and Safety Advice.
- Governor Training – HR responsibilities and accountabilities.



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We're trusted providers to...

Multi-Academy Trusts

Avanti Trust
Carillion Academies Trust **1**
Chapel Street Community Schools Trust
David Ross Education Trust
Hull Collaborative Academies Trust **2**
Northern Education Trust
St Clere's Co-operative Trust **3**
Marco Polo Free School
Diocese of Worcester Multi-Academy Trust (DOWMAT) **10**
Community First Academy Trust
Drapers' Multi Academy Trust
Dove Family Academy Trust

Free Schools and UTCs

Acorn Free School (Alternative Provision) **4**
Alma Primary Free School
Bolton Wanderers Free School
Brighton Bi-lingual Primary School **5**
Cobham Free School
The Family School (Alternative Provision) **6**
Greenwich Free School
EBN Free School
Harmonise Free School (Alternative Provision)
Lincoln UTC
Sir Simon Milton UTC Westminster

Mutuals and Co-operatives

Agewell
Buckinghamshire Learning Trust **7**
Leading Lives – Suffolk **8**
Southampton City Catering

Corporate Clients

BDO
Carillion
Mutual Ventures
Patisserie Holdings
PTS
System Ware Europe

Local Authorities

Croydon
Gloucestershire
Rochdale

Schools in General

East Cardiff High School
Milton Keynes Academy
Mulberry School for Girls
Stanford-Le-Hope Primary Academy
St. Patrick's Primary School
Thameside Primary Academy
Thomas Hickman Primary School

Academy Conversions

Bridgewater Academy **9**
Dallow Primary Academy
The Grove Academy Newark
Hawkesley Primary Academy
Suffolk New Academy
Wood End Primary Academy
Reach Academy





For the latest in sector specific changes visit our website

www.enlightenedhr.com