

HR contacts

HR shared service teams

To contact any of our HR teams, please follow these steps:

Phone Ealing corporate resources on 020 8825 9000

First select option 3 - HR shared service centre

Then select option 1 - schools HR

Then contact the HR team of your choice, by **choosing** one of the following options:

- **Select option 1 for Payroll**
Salary payments and amendments, National Insurance, tax enquiries, expenses, payroll deadlines, car mileage claims
- **Select option 2 for Recruitment**
Publication of school job adverts, issuing of contracts.
- **Select option 3 for HR administration /DBS**
Pre-employment checks, changes, general forms and advice.
- **Select option 4 for iTrent support team**
iTrent password reset.
- **Select option 5 for Pensions**
Pension information, pension changes, pension advice.

Occupational health

Only for Schools who have bought in to occupational health and have access to Medigold:

- **Pre-employment** If you need to obtain a pre-employment occupational health check use template: [London Borough of Ealing - Schools - Placement Questionnaire](#)
- **Management referral** If you need to refer an employee for an occupational health management referral use template: [London Borough of Ealing - Schools - Management Referral](#)
- **Local Government Pension Scheme (LGPS) referral** If you need to refer an employee for a LGPS referral use template: [London Borough of Ealing - LGPS Pension Referral](#)
- **Teachers' Pension Scheme (TPS)** If you need to refer an employee for a TPS referral use template: [London Borough of Ealing - Teachers Pension Referral](#)

Schools health and safety

Schools HR consultancy service

Schools workforce development service

Related services

[HR advice and consultancy 2025/26](#)

[HRSSC administration 2025/26](#)

[HRSSC payroll 2025/26](#)

[HRSSC pensions 2025/26](#)

[Occupational health 2025/26](#)

[School workforce development support 2025/26](#)

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- [Yes](#)
- [Neutral](#)
- [No](#)

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