

**This service is available for Academies, Maintained schools and Other schools and settings**

**Description:**

Our team of experienced HR administrators will oversee your staffing and administration requirements and your school will have a dedicated team member as your point of contact for all your queries.



**Year** Financial year 2021/22

**Benefits**

- Free job advertising on the Ealing Council website
- No HR fee for advice and processing of Certificate of Sponsorships
- Discounted rates on DBS checks (include Standard, Enhanced and Volunteer checks)

**Additional / buy back services**

You can buy this service on a one year basis.

See further details (below) for more information and costs.

**Office hours:**

Monday to Friday, 9am to 5pm.

**Planned improvements:**

Ongoing process of continued service improvement.

**Service directors:**

Liz Chiles

**More detailed information:**

We will respond to your enquiry within 24 hours however if further investigations are necessary this may take up to 3 working days.

**Option 1 - Full Service**

- Production and distribution of employment contracts
- Ealing Council's terms and conditions compliance for all staff
- Right to work in the UK documentation is received, checked and expiry monitored and recorded in iTrent to prove Home Office 'statutory excuse'
- Pre-employment and safeguarding documents are reviewed and recorded on the employee's iTrent record
- Change of grades and hours for Headteacher, SBMs and Administrators with iTrent people manager access ie who cannot access their record
- New starters, additional posts, change of posts and relevant elements set up in iTrent and all documents attached to employee's iTrent record
- Working patterns set up against each employee / post ensuring correct annual leave entitlement (if applicable) including sickness and maternity pay
- New starter teacher allowances paid within respective range eg TLRs, SENs
- Undertake prohibition checks as required
- Applications / renewals for Certificate of Sponsorship submitted / processed as required.

**Option 2 - Reduced Service**

- Pre-employment, right to work and safeguarding documents are not reviewed or recorded on the employee's iTrent record
- £170 fee for each job advertised on Ealing Council's website
- £255 fee for advice / processing of Certificate of Sponsorships.

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**Related content:**

[iTrent](#)

**Provider:**

HR shared Service Centre, Corporate Resources.

**Contact:**

- **Julie Pickett:** [PickettJu@ealing.gov.uk](mailto:PickettJu@ealing.gov.uk) 020 8825 9629

**Additional contact information**

HRSSC 020 8825 9000, option 3, option 3

Email: [hrsscops@ealing.gov.uk](mailto:hrsscops@ealing.gov.uk).

**Further details:**

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