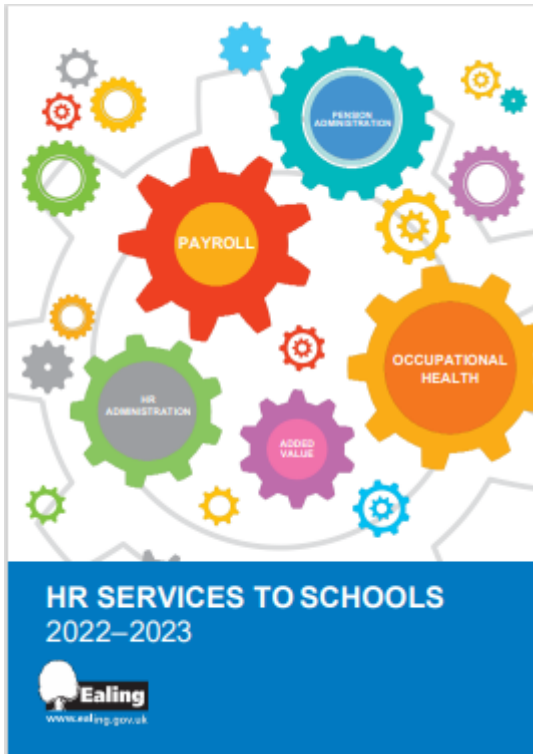


This service is available for Academies, Maintained schools and Other schools and settings

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 2022/23

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.

View [HRSSC brochure 2022/23](#)

Related content:

[iTrent](#)

Provider:

HR shared Service Centre, Corporate Resources.

Contact:

- **Recruitment and HR administration HRSSC**, HR shared service centre (HRSSC): hrsscops@ealing.gov.uk 020 8825 9000

Additional contact information

HRSSC 020 8825 9000, option 3, option 3

Email: hrsscops@ealing.gov.uk.

Further details:

You are currently not logged in. [Login here](#) for further details.

Was this page useful?

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

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