

HR Support Packages for Education



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Capita

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Inspiring Futures

Flexible HR Support Packages

We provide a range of HR support packages tailored to meet the unique needs of schools and Multi-Academy Trusts (MATs).

Our offerings cover everything from day-to-day operational activities to unlimited advice and strategic development. These packages are designed to enhance workplace efficiency and contribute to a happier, more productive workforce.

Our flexible HR packages can assist with your people planning and address any issues for as long as you need. By offering both operational and strategic support, we enable you to focus on school improvement and achieving your desired outcomes.



Premium HR



Description

Remote, telephone and email access to HR advice and guidance.

Best for

Schools/Academies/MATs looking for cost effective remote Employee Relations support and access to knowledge base and networking opportunities.

Premium Plus HR



Description

Unlimited remote, telephone and email access to HR advice and guidance plus **12 hours of on-site support per annum**.

Best for

Schools/Academies/MATs who require unlimited remote access for employee relations advice and guidance, plus some built-in on-site support.

Platinum HR



Description

Unlimited remote, telephone and email access to HR advice plus 25 hours of on-site support per annum and added value HR services.

Best for

Schools, academies, and MATs who would benefit from unlimited remote HR advice, on-site support, and our popular value added additional services.

What's included?

- ✓ Support from named HR Advisor for Employee Relations advice and guidance via email, portal or phone.
- ✓ 24/7 access to online resources: factsheets, guidance, template letters and template policies.
- ✓ Invite to 2 remote client engagement sessions per academic year.
- ✓ Invite to 1 remote employment law update per academic year.
- ✓ Termly HR and payroll newsletter.
- ✓ 1 HR Health Check and report to support recruitment and retention.
- ✓ Access to all HR training at reduced client rates.
- ✓ Access to account manager.

What's included?

Premium HR package plus:

- ✓ Unlimited support from named HR Advisor for Employee Relations advice and guidance via email, portal or phone
- ✓ 12 hours of on-site support per annum.
- ✓ Up to 5 exit interviews per year and summary report.
- ✓ 2 delegate places on remote HR training per annum.

What's included?

Premium Plus HR package plus:

- ✓ Unlimited support from named HR Consultant for Employee Relations advice and guidance via email, portal or phone
- ✓ An additional 13 hours of on-site support per annum.
- ✓ 1 safer staffing review per annum.
- ✓ An additional 4 delegate sessions places on remote HR training per annum.
- ✓ Up to 8 staffing policies reviewed or prepared per annum or 1 workplace investigation.

Add ons (applies to all above package options)

- + Purchase of additional hours to provide on-site support.
- + Option to utilise our preferred supplier for Occupational Health "Health Partners".
- + Option to purchase bank of legal hours with our partner Irwin Mitchell at discounted rates.
- + Option to purchase payroll and HR administration services or pre-employment checks (DBS/Online searches).

MAT and Academy Retainer

Description

Access to our virtual People Partnering service for up to 20 hours per annum.

Best for

MATs and academies who have their own internal HR lead, but who would benefit from a critical friend, networking opportunities and access to HR resources.

What's included?

- ✓ Bank of hours to use as you need (20 minimum) via a named HR Contact: From complex Employee Relations queries, to policy development, investigations or projects such as academy conversions or consultations with staff and unions.
- ✓ 24/7 access to online resources: factsheets, guidance, template letters and template policies.
- ✓ Invite to 2 remote client engagement sessions per academic year.
- ✓ Invite to 1 remote employment law update per academic year.
- ✓ Termly HR and payroll newsletter.
- ✓ Access to our HR Training and additional services at client rates.
- ✓ 1 HR Health Check and report to support recruitment and retention.
- ✓ Access to account manager

HR Advice and Guidance Retainer

Description

Remote, telephone and email access to People Partnering support.

Best for

Schools /Academies/MATs looking for an annual block of hours for remote employee relations support.

What's included?

- ✓ Support from a named HR contact with Employee Relations queries and case work via Ask HR portal or phone with a limit of 30 hours per annum.
- ✓ 24/7 access to online resources: factsheets, guidance, template letters and template policies.
- ✓ Invite to 2 remote client engagement sessions per academic year.
- ✓ Invite to 1 remote employment law update per academic year.
- ✓ Termly HR and payroll newsletter.
- ✓ Access to our HR Training and additional services at client rates.
- ✓ 1 HR Health Check and report to support recruitment and retention.
- ✓ Access to account manager

Bespoke HR (HR Consultancy Package)

Description

A stand-alone package of support for discrete projects or HR consultancy support delivered by a CIPD qualified HR specialist.

Best for

Clients who wish our team of People specialists to focus on discrete time-limited projects, without being tied into an annual contract.

What's included?

- ✓ Your project needs will be scoped out by the team and a quote provided based on:
 - o approximate time
 - o whether on-site or remote and
 - o level of skill required.
- ✓ Access to account manager.

Add ons (applies to all above package options except Bespoke HR)

- + Purchase of additional hours to provide on-site support.
- + Option to utilise our preferred supplier for Occupational Health "Health Partners".
- + Option to purchase bank of legal hours with our partner Irwin Mitchell at discounted rates.
- + Option to purchase payroll and HR administration services or pre-employment checks (DBS/Online searches).



Find out more

To find out more about HR packages and how we can help, please call **0333 300 1900** or email information@entrust-ed.co.uk