

HR services for schools

Support your staff with confidence and clarity

FusionHR are an extension of your team, providing schools and trusts with education HR support and advice



✓ Support



✓ Advice



✓ Guidance

Simplify and connect the whole employee journey

From hiring to payroll to case management – our suite of integrated products and services help you streamline, support and join up every aspect of people management in education.

"The impact has been amazing, we are seeing change and we are seeing each school engaging with the systems. It's helping build an inclusive culture."

Sally Boaden, Chief Finance & Operating Officer, Raleigh Education Trust



We help over 2,600 schools and trusts to:

Finally understand the complete picture of their staff

Our products join up all your staff data, so you can track every interaction. Turn scattered touchpoints into clear insights about absences, recruitment, retention and wellbeing, and know exactly where to focus your attention.

Scale HR without increasing headcount

With a strong HR infrastructure, it's easy to roll out consistent processes and policies and treat everyone the same way. And with our people services team at FusionHR, HR advice, consultancy and strategy is only a phone call away.

Dramatically reduce HR admin for everyone

With self-service tools for employees, and helpful reports, automations, alerts and templates for managers, HR quickly becomes less of a mountain.

We're education people, people

We created SAMpeople because we've been there.

Founded by former school staff and our education HR specialists at FusionHR, we're bringing together decades of HR expertise with the latest in people management technology.

Read our story at sampeople.co.uk/about

FusionHR

An extension of your team

Lean into our people services team at FusionHR for hands-on education HR advice strategy and legal support

Over 20 years supporting schools and trusts

From interpreting and managing employee relations matters, to navigating people strategy, wellbeing or academy conversion — it helps to have experts to call on.

Our HR specialists have decades of experience across the full width and breadth of people matters in education, and can support you with personalised solutions that work for a range of budgets and resources.

✓ HR case work

✓ Employee wellbeing

✓ HR administration

✓ People strategy

✓ Coaching and development

✓ Self-paced learning

✓ Investigations

✓ Restructures and change management

✓ HR policies

✓ People and Culture Excellence review

"Partnering with Fusion has been a game-changer for our school. They handle all our HR needs, from staff attendance to more complex issues, with remarkable speed and proficiency. What truly sets them apart is their fair, compassionate approach to policy application. It's clear they understand the unique dynamics of a school environment and we couldn't be happier with their service."

Jo Taylor, Headteacher, Cavendish Community Primary School



Ways you can work with us

HR and Legal Advisory

Scalable support, encompassing comprehensive HR, legal, and virtual assistance

Consultancy time

For an injection of on-demand expertise where and when needed across projects

Tailored packages

One-size rarely fits all. We're happy to discuss options and put together something that suits

Service Level Agreements

Dedicated support that's commercially-minded and proactive from education specialists. Our flexible approach provides different levels of support as described below, and we can help evaluate what is right for you.

SLA				Legal	EdHR Expert	Dedicated Consultancy team
Pay As You Go HR Consultancy	✓	✓	✓			
EdHR Expert downloads					✓	
Virtual HR (online meetings only)	✓	✓		✓	✓	✓
HR Consultancy (on-site support)	✓	✓	✓	✓	✓	✓

Description
- Choose from hourly, daily, 5, 10 or 15 days to use over 12 months - Up to 6 Job Evaluations - Attendance at hearings
12 month access at Trust Level via our portal to model policies & templates
- Review of SCR or HR Best Practice on renewal for the school - Up to 60 hours of legal cover per employee for any settlement agreements or employment tribunal claims
- Review of SCR or HR Best Practice on renewal for the school - Up to 60 hours of legal cover per employee for any settlement agreements or employment tribunal claims

Strategic HR for schools

We understand you wear many hats and have a lot of work to do, often with limited resources. There are times when external HR support is needed on an ad-hoc basis to boost capacity and give an injection of external input. FusionHR can work alongside your team to drive people management projects.

Employee Terms and Conditions

We offer a review of employee terms and conditions to support you to streamline your workforce to achieve better results and save you money.

People and Culture Excellence review

Ensure your school practice, policies and procedures are fully compliant and in line with industry best practices.

Employee Relations

Structured advice and support to achieve a consistent approach across the school. We support you to establish a joint consultation / negotiating committee.



Investigations and complaints

There are occasions when schools need independent external support to investigate disciplinary matters or grievance complaints. We have extensive experience of undertaking professional, impartial and robust investigations within the education sector.

FusionHR carries out the role of Investigating Officer, removing the additional burden from the Senior Leadership Team or Governing Body by:

- Providing objectivity through a fresh pair of eyes
- Providing an external resource with a focused approach to obtain a speedy resolution
- Presenting the findings at disciplinary / grievance hearings
- Liaising with trade unions as necessary
- Ensuring statements are accurately clerked and presented

We lead the investigation on your behalf in line with your policies and procedures. We provide a thorough report with supporting appendices and we present the findings at hearings if required.

Change Management

Let us take the lead. We have extensive experience of supporting MATs through change, including terms and conditions and large scale organisational restructures. This could also include TUPE, merger of Trusts and new Academy onboarding.

HR Administration

Contracts Administration (SLA)

Let us prepare your contracts of employment and variation letters for you. Our dedicated team also provides unlimited telephone support for your administration requests within a quick 48-hour turnaround. Providing advice on national, and local agreements, pay scales and terms and conditions. We support you to provide a consistent approach to contracts administration.

Contract Templates and Job Descriptions

We ensure your contracts are section 1 compliant and our contract templates are bespoke to the needs of your school. You can also add in tailored job descriptions to match and you're all sorted! To make it even easier you can purchase templates online as a bundle.

Enhanced DBS Checks

We provide a fully automated checking process through a secure online portal typically processed within under 7 days. You receive notification of any unclear DBS checks and certificates are issued for each check. There are no registration or set-up fees and no minimum applications.

Single Central Register Audit

We ensure that your Single Central Register is legally compliant and up-to-date. Our audit identifies any immediate gaps and our trained advisors can assist you in collating any missing data so that you are not only Ofsted ready, but demonstrating good practice and most importantly, keeping your children safe.

Personnel File Reviews

Do you dream of having a GDPR compliant personnel filing system but there is never enough time in the day? Our trained team conducts an on-site review looking at what you currently have in place, identifying any gaps and supporting you to maintain a functional personnel filing system for all your staff. Consider how you could keep online personnel files with SAMpeople, our education HR software.

Staff Absence Insurance

We can offer Staff Absence Insurance to Fusion clients at a discounted rate to cover Bodily Injury, Accident or Sickness, Bereavement Cover, Compassionate Leave due to a serious accident or serious illness, Jury Service, Stranded Cover, Suspension Cover, Union Duties, Paternity Leave, Adoption Leave, Phased Return, Stress-Related Absence Cover and Maternity Cover.

On-demand support

Consultancy project time

During your journey there will be occasions where you may need additional support directly for your school on an ad-hoc basis. We can offer this support whether it be on-site or remote.

Our flexible consultancy days can be bought for specific projects (or by blocks of 5, 10 or 15 days at a highly discounted rate). You can determine the focus and can include, but not limited to:

- HR Casework Support (attendance, capability, discipline, grievance etc)
- Attendance at Hearings and meetings
- Employee Relations Support
- Departmental Reviews
- TUPE Due Diligence and Consultation support
- People and Culture Excellence review
- Drafting template documents, letters, policies, procedures

Purchasing days in bulk allows you to benefit from considerable savings. Get in touch for more information.

Interim HR Administrator support

Interim onsite or virtual support in times when you need more capacity or cover. Hands on contracts, policy and operational support. Fill parental leave cover, long-term illness and recruitment gaps.

Job Evaluations, Benchmarking and Pay and Grading Schemes

As a school, you may have identified a need to review roles, responsibilities and associated salaries. Our education HR experts can support you in developing and implementing an effective pay regime which will retain and attract the right calibre of employees. We can also benchmark, evaluate and grade roles, at all levels, or alternatively develop a scheme for your school.

Leadership and Departmental Reviews

Our expert education consultants undertake departmental reviews onsite providing the school with a focused action plan from which you can build upon. The review includes a sound framework on which to facilitate both structural and cultural change and also to engage the support of your people, in addition to identifying those employees who are seeking the opportunity to shine. This could apply to reviewing the efficiency of your teams. It could provide a system review, policy review, look at automating processes, identifying skills gaps, identifying risks, looking at structure and head count. We can do a deep dive to recommend structures to work from to get you started.

Academy Conversion

When a school transfers to Academy status, its staff will automatically transfer their existing terms and conditions to the Academy under TUPE. To assist this process we offer the following support:

- Leadership guidance on the HR TUPE process
- Advice for the employer regarding consultations with employees and representatives
- Liaison with the legal team managing your TUPE
- Preparation of bespoke presentations, letters and hand-outs for consultation with staff and unions
- Support for leadership at staff and union consultation session(s) about the transfer and any 'measures' proposed by the new employer
- Advice on the preparation and provision of
- Employee Liability Information to the incoming employer and submission deadlines

We can also arrange consultancy projects to support conversion, such as a review of HR policies and procedures and contractual terms and conditions to determine the differences and similarities from the old to the new employer.

Restructures (including collective consultation)

Carrying out a restructure can be complicated and time-consuming. We can help you to produce a business case, consult with trade unions and ensure your processes are followed to achieve the desired outcome.

Employee contracts compliance check

If you have comprehensive administrative support already in place, we can offer a Section 1 Compliance Check, together with a HR Best Practice Contract Review to ensure you are legally compliant.

School HR policy development

If you need us to tailor policies and documents we are skilled at drafting, consulting and implementing a brand new bank of commercially savvy policies with supporting documents on behalf of the school. We will:

- Lead on Union Consultation
- Review existing policies
- Recommend a set of new HR policies
- Consult with Unions and staff on proposed policies
- Obtain feedback
- Analyse feedback and finalise policies



Get team insights with pulse checks

Engagement

A tailored survey to suit your school priorities, aligning your mission, values and purpose which connects how employee engagement can drive performance. We provide a report with a detailed synopsis of the survey results and feedback to be shared with your Governing Body. We translate insights into impact with custom-built recommendations and an action plan for you to implement.

Wellbeing

It's often difficult to manage the day-to-day priorities against employees' health and wellbeing needs. Our six-week tailored programme of support for school leaders, helps to develop effective leadership and management of employee wellbeing, in line with the new Ofsted requirements. We will carry out a Wellbeing review, prepare, distribute and collate the results of a survey and then formulate a Wellbeing action plan from the results.

Equality, Diversity and Inclusion (EDI)

We appreciate that different organisations will be at different stages of their EDI Journey; therefore, our services are designed to help you identify where you are currently and how you can move forward. We carry out a review of the current inclusion and diversity culture and practices. We prepare, distribute and collate the results of an Inclusion and diversity survey and then liaise with school leaders to develop an inclusion and diversity policy/statement/strategy and action plan as required.

"FusionHR staff have always been professional, friendly and committed in the services they deliver. Readily available to offer expert knowledge and advice in an extremely timely manner."

This has saved our school thousands of pounds in HR fees in the three years we have now been with them and I would highly recommend to anyone."

**Debra Smith, Business Manager
St Margaret's CofE Primary School, Manchester**



Employee Wellbeing

Occupational Health

The wellbeing of your people is essential to the operational success of your organisation. Our service is efficient therefore, reducing your costs and there are no minimum number of referrals required, just pay-as-you-go.

We offer a fast-paced service with direct referral to an Occupational Health Physician or the option to refer to a Nurse Practitioner. You'll receive an action-focused report with indicative timeframes for return to work.

We also provide pre-employment health checks for potential new recruits.

Therapeutic Services

Direct access to a highly trained therapists with experience of the education sector, held on or off-site. There is no minimum number of referrals required, just pay-as-you-go. Our Therapeutic Services include:

- Counselling
- Life Coaching
- Cognitive Behavioural Therapy (CBT)
- Neuro Linguistic Programming (NLP)
- Mindfulness
- Bereavement Support

"The team at Fusion are always incredibly helpful and provide first class HR support. Their advice and knowledge are an integral part of running an Outstanding school."

Karys Eagle
HR Manager, Woodlands Academy Trust

Employee Assistance Programme

An EAP reduces stress, boosts wellbeing and encourages a happier, healthier workforce. It provides access to confidential helplines for all employees that help smooth out personal and work-related problems in confidence.

Wellbeing Strategy

Develop a strategy and supporting policy documents that are tailored to your organisation, considering the resources and expertise available to you and time constraints. Strategies to support wellbeing can include simplifying ways of working, shorter/flexible working patterns, healthy eating, fitness, access to mental health support, physical health checks, employee assistance and much more.

Mediation and Conflict Resolution

Avoid lengthy grievances through quick and effective mediation with a professionally-trained mediator with experience of the education sector. This can be done one-to-one or in a group.

Stress Management

Stress can show up in your teams as sick days, low energy and missed deadlines – and sometimes, good people heading for the door. We work with a specialist partner to offer coaching, workshops, and training to reduce stress-related absence and boost staff retention.

Coaching and development

We offer an elite package of training choices to enable you to build leadership capacity and manage your people more effectively. Our courses are bespoke to education and support continued professional development. Our training allows staff to develop essential skills as well as the confidence to bring those skills to your school.

We can even help to develop a CPD programme or provide Inset Day Training.

Leadership coaching and training

Determine your own content, timescales and key learning points. Structure internal training, Inset Days and Twilight Sessions available on-site or remote.

- Governor Training
- Executive Coaching
- Safer Recruitment (Accredited Course and Refresher)
- People Strategy
- Line Management Training in absence, managing courageous conversations and change
- Managing Investigations
- Managing SCR

Leadership consultancy

Working with an expert partner with 29 years of teaching experience and 15 years of successful Headship, we can offer consultancy services covering:

- **Leadership Development across the school** – Building confident, effective leaders who inspire excellence
- **Quality Assurance** – Ensuring high standards across teaching and learning
- **School Development** – Driving strategic and sustainable improvement
- **Headteacher and CEO Performance Management** – Supporting accountability and professional success

Self paced learning with CPD Certified: HR Excellence in Education

Whether you are a senior or middle leader, school business manager, working in a teaching role, classroom support or office role with line management responsibilities, this programme strives to enhance your confidence and effectiveness.

The 10-module self-study programme focuses on developing participants' strategic knowledge, enabling them to better understand and evaluate HR best practices and the statutory requirements specific to education.

Modules are available to purchase individually or as a complete package.

10 modules covering

- ✓ HR Management in Context
- ✓ Workplace Investigations in Education
- ✓ Valuing People and Professional Behaviours
- ✓ Talent Management and Workforce Planning
- ✓ Staff Absence Management
- ✓ Wellbeing at Work: Strategy and Practice
- ✓ Reward for Performance and Contributions
- ✓ Effective Change Management in Education
- ✓ Managing Employee Relationships
- ✓ Safer Recruitment and the Single Central Record

People Management Toolkits

Lead like a pro with our people management toolkits. Each kit features best practices, plug-and-play policy templates, and professionally drafted letters. Whether you're scaling your team or refining your operations, these kits deliver a complete library of expert advice and ready-to-use documentation.

Anti-Sexual Harassment Toolkit

Specifically designed by education experts, this resource helps schools to implement effective, long-term strategies to prevent and address sexual harassment, ensuring legal compliance and nurturing a culture of respect.

Our toolkit is built to equip schools with the resources needed to establish a zero-tolerance stance, reduce risks, improve staff and student wellbeing, and enhance overall performance.



Interested in delivering this training to your school? We offer options to purchase the training PPT to deliver yourself or we can organise for one of our education HR experts to deliver the training on your behalf. Get in touch for more information on our training packages.

Restructure and Redundancy toolkit

At FusionHR, our team of education experts understand that navigating a restructuring and redundancy process can be complex and challenging. That's why we've developed a comprehensive Redundancy and Restructure Toolkit, specifically tailored to support our clients through these processes.

Recognising the importance of a fair, ethical, and well-managed approach, our toolkit offers practical guidance on key areas such as consulting employees, managing entitlements, and minimising the risk of unfair dismissal claims. We've incorporated valuable feedback from clients and colleagues to ensure our resources are relevant and effective.

TUPE toolkit

TUPE can feel daunting at first, not because it is impossible, but because several things move at the same time: people, services, contracts, and communication.

This toolkit brings everything together in one place, designed specifically for schools and multi-academy trusts and created by education experts. It sets out the key steps for both sides of a TUPE transfer, the Transferor (outgoing employer) and the Transferee (incoming employer), in a clear sequence so you can stay in control, reduce staff anxiety, and avoid last-minute surprises.

To purchase the toolkits:

Visit our website shop by scanning the QR code or [click here](#).



Find out more at

→ fusionbusiness.org.uk

→ 01924 827869