



# EdHR Expert package for schools and trusts

Practical HR tools for your school or  
trust from education HR specialists



# FusionHR's EdHR Expert package

Our EdHR Expert package compliments your school or trust HR function with a range of documents, contracts, webinars and CPD, to fully support HR practitioners.

The EdHR Expert package will help schools and trusts to save time, support capacity and provide consistency. In addition, the package offers access to discounted rates for a range of HR services and support.

**Take a look at what's included in our EdHR Expert package:**



## ✓ Model contracts of employment

A comprehensive suite of section 1 compliant contracts for a range of Trust positions that are Burgundy and Green book compliant\*, with annual review to ensure they remain in line with changes in legislation and best practice.

The trust pack includes:

- CEO Contract - Teacher Terms
- CEO Contract - Officer Terms
- Academy Headteacher/Principal Contract
- Academy Deputy/Assistant Headteacher Contract
- Teacher Contract MPR/UPS/TLR – Permanent & Fixed-Term
- Officer Contract
- Zero Hours Agreement (Officer) Contract
- Apprentice Agreement
- Volunteer Agreement
- Trust Central Team - Officer Terms

The school pack includes:

- Headteacher/Principal Contract
- Deputy/Assistant Headteacher Contract
- Teacher Contract MPR/UPS/TLR – Permanent & Fixed-Term
- Officer Contract
- Zero Hours Agreement (Officer) Contract
- Apprentice Agreement
- Volunteer Agreement

Upload contract templates to the Contract Module in **SAMpeople**. These will be merged, validated, and pushed to the employee portal, MySAM, for employees to sign (if using SAMpeople HR system)

## ✓ EdHR Expert documents and templates

Access online anytime to education model policies, documents, forms and guidance for schools and trusts, revised in line with changes to legislation and best practice on an ongoing basis.

- Pre-employment
- During employment
- Post-employment
- Model policies
- Job descriptions
- Useful guides

Templates, policies, forms and guidance can be uploaded to **SAMpeople's** HR cases, Absence, and Resources modules. Templates can also be used within **SAMpeople Recruit** our recruitment module (if using our recruitment and HR software)

## ✓ A free Accredited CPD Module

Access to one free module per year for any member of your school or trust. Choose from any of the modules from our CPD Certified: HR Excellence in Education programme. These are accredited sector specific HR modules written by CIPD qualified, education HR experts.

Visit our website to see the HR Excellence in Education training programme.



## ✓ Free confidential HR telephone helpline

1 x 30 minute call per half-term for 1 person – speak to one of our CIPD qualified, education HR experts about any HR matter. Calls can be scheduled between 8.30 and 4.30 Monday to Friday. Further HR guidance and support can be purchased at a discounted rate.

Make sure your HR cases within the **SAMpeople** Cases Module are expedited and managed efficiently and effectively through advice from our HR experts (if using SAMpeople HR system)

## ✓ 10% discount on the following:

- Full CPD Certified: HR Excellence in Education programme – discounted from full price rate only\*\*
- Accredited Safer Recruitment Training
- Consultancy Days (investigations, interim HR support, HR project work)

## EdHR Expert package – Investment

EdHR Expert package rate: £1800 +VAT per year (minimum of two years, or in line with software contract dates), 12 rolling months from date of purchase, invoiced annually.



\*These documents are for your guidance only and should not be regarded as a substitute for taking professional advice.

\*\* Cannot be used in conjunction with any other discounts applied.



How else can we help you

# 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 2,000 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](https://sampeople.co.uk/about)

## For more information

→ [sampeople.co.uk](http://sampeople.co.uk)

→ [fusionbusiness.org.uk](http://fusionbusiness.org.uk)

→ 01924 907319

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