

## HR BEST PRACTICE

### • **EMPLOYMENT LAW UPDATES**

#### – **Employers and Manufacturers Association (EMA)**

There is an annual subscription based on the number of employees  
EMA provides free telephone advice for members

Every Friday, employment cases and legal updates are emailed to members

Monthly magazines provide employment and economic updates

There are quarterly update seminars in a number of different locations

Their website provides employment agreement clauses that can be adapted

They run a number of learning and development courses

#### – **Board member**

Try to co-opt a Board member who has experience in legal compliance, preferably Employment Law

#### – **Local law firm – negotiate a partnership**

Negotiate an annual fee for updates and one-off advice.

Negotiate an hourly rate for more in-depth advice e.g. personal grievances

#### – **Check retired members of the community**

See if there is a retiree in the community with the skills you require who would be prepared to have some volunteer work (maybe you could provide lunch)

### • **REMUNERATION AND BENEFIT TRENDS**

#### – **Independent Schools survey**

Use the figures as benchmarks

#### – **EMA survey buy the positions you need**

EMA conducts an annual remuneration survey with analysis for various geographical areas

Your school can participate for a small fee and you can choose the positions to be benchmarked

You can buy the survey or the sections that you require

#### – **State collective**

If your remuneration is not linked to the State keep a check on increases and changes, because your teachers will

### • **RECRUITMENT PROCESSING**

#### – **Develop partnerships with reliable recruitment consultants (Teaching and Support staff)**

Reliable consultants that King's has used

Teaching

Education Personnel

Oasis

Synarbour (Australia)

ITN Teachers (UK)

Support

Kinetic (general positions)

Potentia (IT)

#### – **Make sure they know your values, vision and mission and recruit accordingly**

Try to use organisations whose values are aligned with your own

Ensure they know the type of people who will fit your culture

If they don't get it right – change the consultant

#### – **Negotiate exclusive terms**

If you are using a recruitment agency consistently don't accept the usual terms – negotiate a deal in exchange for exclusivity.

### • **STAFF WELFARE**

#### – **Implement an EAP programme**

There are a number of different providers. Find one that will deliver what you need for your staff and ensure they work with you to provide the services you want.

### • **Professional Development**

#### – **Put a member of the support staff on the PD committee**

If you are looking at school wide initiatives it would be helpful to have input from support staff members preferably one at a senior level