

## HR Support

### Tailored advice and support on:

- Recruitment, ITT, ECT
- Job evaluation
- Probation
- Appraisal
- Absence, Occupational Health, EAP
- Grievance
- Capability
- Disciplinary
- Change management
- Variation of contract
- TUPE
- Exit strategies
- HR Health Checks

### Bespoke Training and Staff Development

- Staff development meetings
- CPD/Training sessions
- Individual support

### HR Policies

- Trust wide policies and procedures
- Forms, templates, guidance
- Policy implementation; training

### Safer Recruitment

- Proprietor led Single Central Record
- Safer recruitment processes
- Template job descriptions and person specifications
- Safer recruitment training
- RAG rated compliance checks

# INVICTUS

Education Trust

## HR Transactions:

- Process new starters, changes, leavers
- Produce letters and contracts of employment
- Monitor half and off pay during staff absence
- Advice on and the processing of employment leave e.g. maternity leave
- Workforce Census

## System Access

- PIM's Payroll
- TES Recruitment Portal
- WM Jobs advertising board