



Integrated HR, Payroll and HR
Advisory services for education

Creating better learning together

We understand the difference that motivated and well-supported staff can make to the overall success of a school and its pupils. We know the challenges you have in balancing this with limited resources, time constraints, tight budgets and a rapidly changing sector.

Moving your HR and Payroll to one provider gives you peace of mind that all your needs will be provided under one roof. Via our customer portal you can access all of our services:

- Integrated Payroll and HR Administration
- Payroll only services
- HR Administration services
- HR Advisory services
- HR Training and Projects
- DBS and recruitment advertising service

Quick facts

We provide HR and Payroll services to over

1,000

schools and academies in the UK



We pay over

70,000

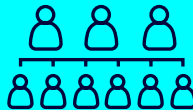
teachers and support staff each month



Our Payroll teams are dedicated to

education

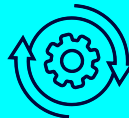
customers only and have 25 years' experience supporting the sector



We give

free annual

employment law updates and termly HR newsletters



**Now
integrates
with SIMS**

Our Integrated HR Administration and Payroll Service

We all know that being paid correctly and on time is vital to your employees, so why not let us help you get it right first time? We offer specialist, seamless end-to-end services through our easy-to-use customer portal.

Our core services include:

- Full processing of the employee lifecycle
- Payroll processing and reporting, including pay period reconciliations
- HR Administration service supporting the production of automated contracts of employment and variation to contracts
- Pension administration, including reporting
- All third party payments
- Named HR and Payroll contact as well as a helpdesk facility for handling first line enquiries

HR Advisory services

We don't just assume what you need. We work with you to deliver a proactive and professional HR Advisory service, with flexible package options tailored to your school's needs. **Tell us what you need, we'll deliver it for you with no hidden costs.**

You'll get access to:

- Our fully interactive customer portal providing a seamless service.
- Our dedicated, friendly team of experts on hand via telephone or email or working with you in your school.

HR Training and Projects

Making sure your leaders, staff and governors have up-to-date information on HR matters, specifically tailored to education, is our strength. All our courses, some of which are accredited, are delivered by HR professionals currently working in the education sector.

We know there isn't a one-size-fits-all programme, so we offer two types of course:

- Scheduled courses delivered in local areas which vary from short briefings to two-day training.

OR

- We can come to you. We can deliver either our standard training programmes or a course tailored to your school's needs.

Courses include

Managing Performance and Employee Appraisals, Managing Change, Managing Misconduct in the Workplace, Family Leave Workshop, Safer Recruitment, Mental Health and Well-Being

See what our clients say...



I have a demanding role which includes managing HR issues. I require **timely** and **accurate** HR advice on the best way to manage situations. Capita HR Solutions Advisory Team provides just that...

The service is **professional** with a **personal** approach and **tailored** to the individual needs of my school. I always feel supported and rate their service outstanding.

Lisa Hollywood
Business Manager



The Consultant is an **invaluable** source of strategic **support** for our senior leadership team. The HR knowledge and **expertise** provided enables us to drive forward our people agenda, improve staff engagement, **reduce costs** and improve compliance.

As Headteacher and Lead of the Trust, I have been able to focus on the overall performance of the school with the **confidence** that HR matters are being managed **effectively**.

Diane Atkinson
Leader of Champion Education Trust



The Payroll service supplied to our school by Capita is **efficient & easy** to follow. The support has been **excellent!** I have dedicated support from one of the Capita team who has always been fantastic and there to answer any queries and **provide guidance**.

Julie Gratty-Dean
Bursar

Contact us:

If you need more information about any of the services mentioned here please get in touch.

✉ Email the team at: **Education.HRservices@capita.com**