

Details of Packages

Information on costing is available via our interactive order system (IOS).

Package	Standard	Enhanced	Add. Charges
Flat rate charge + per capita rate based on headcount staff numbers per school.	See IOS for costs	See IOS for costs	
Advice and Support			
Professional, efficient telephone, video conferencing and email advice for day-to-day HR queries including dedicated HR Helpline.	✓	✓	
Advice tailored to specific circumstances for all employment issues including discipline, safer working, performance (capability), ill health and attendance, appraisal, industrial action, pay, grievance and harassment.	✓	✓	
Ongoing HR advisory support via telephone, Teams, and on-site visits to resolve casework issues.	✓ 15 hours	✓ 25 hours	
Consultancy to support your school to investigate and manage more complex casework and other identified school priorities including consultation and conversations with trade unions, advice, and support to resolve staffing matters, particularly in relation to emerging workplace grievances.	See IOS for costs	See IOS for costs (reduced preferential rates)	
Access to our refreshed, popular range of HR delivered training and briefing events (and bite size briefings) for head teachers, school leaders, School Business Managers and governors. E.g., Pay and Handling Pay appeals/changes to School Teachers' Pay & Conditions document, Safer Working and Absence Management, Difficult Conversations and Appraisal.	✓ Three places included in package *	✓ Three places included in package *	
Attendance (in person or by video link) of an HR Business Partner / Adviser at formal reviews, hearings and appeals to provide advice and support to the head teacher/governing body/trust included in the package. Assistance, advice and support to finalise the written outcome letter.	✓ Dismissal hearings/appeals only	✓ All hearings/appeals irrespective of procedural stage	
General recruitment and Safer Recruitment advice, including school-based apprenticeships.	✓	✓	
Financial assistance towards the cost of specialist support arising from the application of the employment processes **	✓ £12,500 cap	✓ £25,000 cap	
Specialist advice and support on conditions of service for all school-based staff, including in-year changes to the Green Book and the School Teachers' Pay & Conditions Document.	✓	✓	

Package	Standard	Enhanced	Add. Charges
Advice and Support			
Advice and support for a school restructure including TUPE, redundancy and expert advice on job design/ evaluation of grades for school support staff (additional charges may apply).	✓	✓	
Support to the headteacher to manage attendance issues of all staff, disability issues and reasonable adjustments; and bespoke support to the governing body to manage the long-term absence or performance issues of school leaders including the head teacher.	✓	✓	
Support for home or in school visits to staff in welfare capacity.	£78.00 per hr	✓ (no extra charge)	
HR alerts, news items, updates and guidance relating to new and impending changes to government guidance, employment law and associated policy development and its application in the school's context (e.g. changes to terms and conditions). Package includes negotiation and consultation on all revisions to policies with the relevant trade unions on behalf of your school.	✓	✓	
Access to our comprehensive HR Schools Portal and email advice service keeping your school and governors updated on all new and revised policies, guidance, toolkits, FAQ's and training opportunities.	✓	✓	
Professional HR advice to the governing body/trust to manage all matters relating to employment, policies and procedures, formal hearings and appeals, subject to the package bought.	✓	✓	
Advice on statutory compliance, for example equality requirements (EQIA's) and single central record (SCR), DBS and mandatory referrals to professional bodies.	✓	✓	
Advice and support on all safer working policies, procedures and toolkits including recruitment to head teacher level. This includes provision of pre-Ofsted checklist to support statutory compliance and preparedness for Ofsted.	✓	✓	
Exclusive access to a range of additional salary sacrifice employee benefits via our new partner vivup. Available to academies if separately negotiated with the provider.	✓	✓	
Exclusive access to the Nottinghamshire Schools Staff Absence Insurance scheme. Charges apply – see Staff Absence Insurance Section for details***	✓	✓	✓
Access to Designated Person training (charges apply – based on numbers trained). and can be booked via safeguarding.training@nottsc.gov.uk ****	✓	✓	✓

Newly appointed head teachers receive a free personalised introductory briefing/meeting with their named HR Business Partner as part of their induction during their first term.	✓ (up to 2 hours)	✓ (up to 4 hours)	
Expert advice on job design and job evaluation to ensure future equality proofing of your pay structure.	Additional consultancy charge	✓	✓
Consultancy Safer Working HR Audit – specific to your school	£602	£483	
Equalities – Advice and support on Equality Impact Assessments (EQIA's) and provision of a suite of assessments for all employment-based policies available for reference	✓	✓	
Wellbeing – access to and provision of support, , resources and toolkits including the HR Service online school staff wellbeing survey	✓	✓	

* Excludes whole school safeguarding and DSL training, and events jointly delivered with EIS colleagues.

** Applies to Nottinghamshire maintained schools only buying the annual HR service. Capped at this amount unless in exceptional circumstances by agreement. Assistance is provided against employment tribunal remedy costs. Please note these costs will only apply where HR advice has been fully sought from this team and followed throughout any casework process. These amounts do not apply to settlement or other compensation payments.

Academy schools and all other non-Nottinghamshire maintained schools – the financial assistance to defend cases and insurance cover for the award of compensation or remedy costs in employment tribunal or court proceedings is not applicable. The school / trust should consider arranging their own separate insurance cover for these purposes.

*** Schools must purchase one of our annual HR Advisory and Support packages and our Payroll Service to gain access to the Staff Absence Scheme.

**** Whole School Safeguarding Training: new suite of training products launched in January 2026. For bookings and enquiries please follow this link [Safeguarding in schools training | Nottinghamshire County Council](#)

The Standard and Enhanced options are annual packages available to all Nottinghamshire schools, irrespective of their governance arrangements. Schools are required to give 6 months' notice to cease use of the service. Preferential rates are available for those schools prepared to commit to a long-term contract (minimum of two years). Please contact the service direct for further information.

3 February 2026