

Hot Topics in HR

New
Course

Legal updates for PAs and Admins

- Support senior leaders by being up to speed with:
 - the new National Living Wage
 - forced academy conversion
- Save your school thousands in legal fees
- Make staff top priority with proven techniques for:
 - recruitment and retention
 - tackling staff absence and sickness

Adrian Barrett



Adrian is a solicitor and senior partner at KSN Solicitors, a firm which specialise in education employment law and litigation. Adrian regularly appears in tribunals and is an expert at defending employment tribunal claims.

Four vital areas covered in depth

1) Manage 2016/17 changes to employment law

Parental leave updates
Producing family-friendly policies
Implementing the new National Living Wage

2) Successfully recruit and retain staff

The recruitment process for permanent and fixed-term staff
Terms and conditions of employment – understanding the law
Carrying out DBS checks

3) Tackle staff absence and sickness

Your school absence policy – recording accurately
Solutions for short-term staff absence
Strategies for staff on long-term sick leave
Fair dismissal – understanding the regulations

4) Plan and manage restructures

How will forced academy conversion affect you?
Planning for change in the short term and long term
Capability and realistic expectations
Job evaluations, redundancies and TUPE

"Motivational, informative and clear sessions."

Judith Hart, Tupton Hall School

To run this course in your school, call 01790 755783



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