

**This service is available for Academies, Maintained schools and Other schools and settings**

**Description:**

Our team of experienced HR operations officers will oversee your staffing and administration requirements and your school will have a dedicated team member as your point of contact for all your queries.



**Year** Financial year 2025/26

**Benefits**

- Schools that buy into HR Option 1 - full comprehensive service including free job advertising on the Ealing Council website
- Schools that buy into HR Option 2 - reduced service at a slightly lower cost

**Office hours:**

Monday to Friday, 9am to 5pm.

**Planned improvements:**

Continued service improvement and iTrent upgrades

**Service directors:**

Andrew Scully

**More detailed information:**

We will respond to your enquiry within 24 hours however if further investigations are necessary this may take up to 3 working days.

**Option 1 - Full Comprehensive Service**

- Production and distribution of contracts of employment
- Ealing Council's terms and conditions compliance for all staff
- Right to work in the UK documentation is received, checked and expiry monitored and recorded in iTrent to prove Home Office 'statutory excuse'
- Pre-employment and safeguarding documents are reviewed and recorded on the employee's iTrent record
- Change of grades and hours for Headteacher, SBMs and Administrators without iTrent people manager access ie who cannot access their record
- New starters, additional posts, change of posts and relevant elements set up in iTrent and all documents attached to employee's iTrent record
- Working patterns set up against each employee / post ensuring correct annual leave entitlement (if applicable) including sickness and maternity pay
- New starter teacher allowances paid within respective range eg TLRs, SENs
- Undertake prohibition checks as required
- Applications / renewals for Certificate of Sponsorship submitted / processed as required.

**Option 2 - Reduced Service**

- Pre-employment, right to work and safeguarding documents are not reviewed nor recorded on the employee's iTrent record
- £ fee for each job advertised on Ealing Council's website
- £ fee for advice / processing of Certificate of Sponsorships

View HR brochure [2025/26](#)

**Related content:**

[iTrent](#)

**Provider:**

Workforce and organisational development, Strategy and change

**Contact:**

- **Recruitment and HR administration HRSSC**, HR shared service centre (HRSSC): [hrsscops@ealing.gov.uk](mailto:hrsscops@ealing.gov.uk) 020 8825 9000

**Additional contact information**

HRSSC 020 8825 9000, option 3, option 3  
Email: [hrsscops@ealing.gov.uk](mailto:hrsscops@ealing.gov.uk)

**Further details:**

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- [Yes](#)
- [Neutral](#)
- [No](#)

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