

Efficiencies in Schools

Cost-effective recruitment, managing restructures and robust performance and absence management

22nd November 2016, London

09:00 – 09:30	Registration, networking and refreshments
09:30 – 09:45	Introduction and welcome
09:45 – 10:30 Cost-effective recruitment	Combating the ‘recruitment crisis’ and attracting high-quality candidates: <ul style="list-style-type: none">• Take away efficient and cost-effective recruitment strategies and learn from others on how to save time and money• Overcome prohibitive costs and gain affordable advertising solutions to support your recruitment strategy moving forward• Creative ways to promote your school in your community and help portray it as an attractive place to work
10:30 – 11:15 Flexible working requests	Managing requests for flexible working by staff fairly and legally: <ul style="list-style-type: none">• Gain clarity on the benefits and disadvantages and what your school is able to legally and practically do with permanent, fixed-term, part-time and temporary contracts• Know how to manage requests for part-time and job-sharing and manage the impact on timetabling and operational planning in school
11:15 – 11:45	Morning refreshments and networking
11:45 – 12:45 Professional development and retention	Retaining high-quality staff and effective succession planning: <ul style="list-style-type: none">• How to identify, promote, nurture and retain talent through effective CPD routes• Best practice surrounding performance management, managing pay structures and implementing creative incentives and rewards• Take away case studies from academies that have successfully negotiated variations to T&Cs
12:45 – 13:30	Lunch and networking
13:30 – 14:30 Managing staff absence	Managing staff absence compliantly and minimising disruption: <ul style="list-style-type: none">• Practical guidance on managing short- and long-term staff absence robustly and fairly• Build a robust staff absence policy which meets your legal duties towards staff but minimises the financial impact on your school• Know when and how to involve Occupational Health
14:30 – 16:00 Restructures and redundancies	Looking at your staffing structures and managing restructures:

	<ul style="list-style-type: none">• Look strategically at your teaching and leadership structures and how you can deploy staff most efficiently• Create a restructures strategy and plan that is fit-for-purpose• Ensure you meet your legal obligations when conducting a redundancy procedure• How to effectively communicate with staff and manage difficult conversations to ensure minimal disruption
16:00	Close of day

This is so much more than a one-off training day. Access a wealth of wraparound resources from [optimus-education.com](https://www.optimus-education.com) to ensure you feel supported in your role, all-year round.

What else can you access?

- ✓ Recruiting for your school toolkit
- ✓ Safer Recruitment checklist
- ✓ Top 23 tips when recruiting new staff
- ✓ Quality-marked approved Staff discipline, conduct and grievance model policy
- ✓ Difficult conversations surrounding staff restructures toolkit
- ✓ Training resources surrounding courageous conversations and how to communicate change and deal with conflict