

## Managing People

The Centre for Education Management (CEM) is recognised as the leading provider of support services to schools.

Our culture is centred on the belief that schools become powerful, sustainable learning communities when their staff are informed about current issues and developed professionally.

CEM provides the information and training that enables effective decision-making at school level and helps people develop to their full potential.

We deliver our services through a variety of media – courses, conferences, telephone support, consultancy and publications. We believe in enabling schools to maximise their available resources and ensure their staff grow in ability and confidence.

Our integrated range of services helps you and your staff to make the difference to your school.

## We Help People Make the Difference

Your staff are your school's most important resource. They contribute to the creation of a secure and exciting learning community. That's why we help you make the most of your people.

Heads and governors want motivated, supported and informed staff. And so do we.

Personnel law is complex and changes frequently. Making the wrong decision can carry severe penalties. We ensure that you have immediate access to accurate, education-specific information on all staffing issues.

If an issue arises during an evening meeting, can you afford to wait until the next day for a solution? Our Personnel Advice Line operates 24 hours a day, every day of the year and there is no limit to the number of calls you can make. Our Health and Safety Advice Line operates to the same high standards.

Most queries can be answered during the first call but what if the issue has implications for governors, effective curriculum delivery, performance management or potential pupil exclusion? One call to the CEM Professional Advice Line begins a process that provides the information you need, no matter how complex.

We understand what your school wants from a fully managed payroll service. So that's what we provide. You can take it for granted that your payroll will be administered efficiently. However, we also ensure that your staff are on the correct salary point, advise you on pay differentials for the leadership group and give guidance on retirement, maternity and parental leave.

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The Centre for  
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Recruitment issues consume a great deal of time and energy. We can give you access to discounted advertising rates and hands-on support throughout the recruitment process for senior staff. We also undertake reviews of staffing structures for both teachers and support staff to make sure that the right people are in the right place.

Once staff are appointed it is your responsibility to ensure that they have a contract that meets the criteria laid down by employment legislation. CEM provides a first-rate employment contracts service. Our expert consultants produce new and revised employment contracts that incorporate national terms and conditions plus any additional local agreements. You don't want an expensive personnel specialist on the school staff. We can do it. You can't devote your valuable time to researching this legislative minefield. We can. For added peace of mind, CEM is registered with the new Criminal Records Bureau to undertake criminal records checks.

No head wants to become involved in competency, grievance or disciplinary procedures. However, these matters arise, even in the best run schools. CEM will support you with impartial, objective advice. Even better, we can help you avoid these difficulties by providing advice and model documentation. Our set of model policies and procedures is comprehensive, up-to-date and rigorously checked. Telephone advice and model documentation are backed up by a handbook to guide your staff in creating personnel records, implementing policies and creating forms for all aspects of personnel management.

First-rate continuous professional development for all staff is at the heart of a forward-looking learning community. CEM has an extensive portfolio of training solutions. You may decide to take advantage of our comprehensive public course programme, have us organise INSET on-site or design training for cluster groups. Whatever your needs you can be confident in the calibre of our training.

As with our Management Support services, we encourage you to make the most of the benefits included in your CEM membership. As a consequence, our service agreements are easy to understand and straightforward. Your school will be assigned a Professional Partner who will help you undertake an ongoing analysis of your school's development needs and create an action plan to deliver the service you require.

With this level of support, heads and senior managers can focus their attention on the real business of the school – teaching and learning.