



Centre for Education
& Finance Management

Personnel • Finance • Consultancy

Comprehensive HR and management advice for schools

The choice for multi academy trusts, single academies and state maintained schools

The Centre for Education & Finance Management has been assisting schools on financial, educational, personnel and legal matters since the inception of Local Management of Schools in 1990.

CEFM is an independent company solely focused on supporting schools. The company is wholly owned and directly managed by the directors – we are neither part of a larger parent company nor driven by shareholders. As a CEFM client you benefit from direct access to the owners and decision makers ensuring you receive the level of support you need.

Key benefits:

- Access to an **unlimited telephone and email** helpline
- **Named case officers** for complex issues
- **Integrated occupational health** services
- **On-site support** for staff management issues
- Access to **policies, articles, model forms** and advice via our CEFM*i* online resource
- **Ability to trial** CEFM*i* before you buy
- Termly **good practice visits**
- Option to buy up-front and **fix your price**
- A single highly informative **monthly email update**
- Free of charge access to **regular management update seminars**
- **No hidden renewal terms** such as 'three months' notice' or 'auto resubscription'
- Standard **one-year contracts**. Discounts available for longer contracts at client request
- **Fixed price consultancy** in 30 minute blocks – no travel time or mileage charges passed on
- Any **unused consultancy and occupational health is carried forward** when re-subscribing

What our clients say:

“CEFM provide a very professional and friendly service. The advice received has been clear, concise and practical. The knowledge on employment law is excellent and gives you confidence when having to deal with difficult situations. I highly recommend CEFM to any business – 5 Star Service.”

Clair Smith

Director of Finance and Operations
Solent Special Education Trust

“We've been extremely pleased with the services provided by CEFM. Timely, professional advice delivered by a team for whom nothing is too much trouble. Every colleague in the team is knowledgeable, and the range and diversity of problems solved and supported has been impressive. We'd recommend to anyone.”

Ms E A Horrigan

Headteacher
Harlington School

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Core



General advice



Named HR consultant



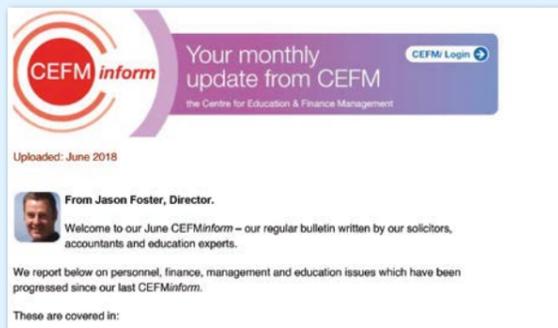
Online policies and documents



Familiarisation visit



CEFM inform



School protection

It provides a range of cover including:

- Employee dispute legal cover
- Employment compensation awards
- Tax enquiry protection
- Property disputes management
- Criminal investigation legal defence
- Compliance and regulation protection
- Statutory licence appeals
- Employee civil proceedings protection
- Crisis communication
- Employee counselling helpline

Key topics:

- Contracts of employment
- Document review / variation
- Bespoke policy drafting and policy review
- Safeguarding
- Union negotiations
- Document and letter drafting
- Discipline and grievance
- Capability
- Changes to terms and conditions
- Absence management
- TUPE transfers
- Recruitment
- Flexible working
- Maternity and paternity
- Pay issues
- Managing allegations against staff
- Termination of employment
- Performance management



Education updates



Updates & events



Course discounts

Additional options:



Occupational health



New entrant questionnaires

Management referral



HR good practice visits



Website health check

Also available:

Pre purchase or pay as you go advice on:

- On-site time
- Restructure / reorganisations
- Investigations inc. taking witness statements, and advising the panel
- Settlement agreements
- Bespoke training
- Pupil exclusions
- Job evaluations
- Advisor to governor panels
- Mediation

CEFM suggested core package:

		Included	Fixed price pre-purchase (Credited back if unused)	Pay as you go
Core	Telephone helpline	✓		
	Named HR consultant	✓		
	Online policies and documents	✓		
	CEFM <i>inform</i> e-newsletter	✓		
	Education updates	✓		
	Familiarisation visit	✓		
	Free management updates	✓		
	Course discounts	✓		
	School protection	✓		
Additional options	Consultancy		✓	✓
	Occupational health NEQs		✓	✓
	Occupational health MRs		✓	✓
	HR good practice visits		✓	✓
	Website health check		✓	✓

If you would like further information or would like to arrange a no obligation visit to discuss our services in depth, please get in touch

Call 01494 459183
 Email sales@cefm.co.uk
 Visit www.cefm.co.uk

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