

We welcome you to this first edition of our termly HR newsletter! We intend to make it a regular publication and to use it to keep you in touch with Staff news and developments, helpful hints and tips, and events. We want this newsletter to be valuable for you so *please, please* share your feedback and suggestions to help us improve.



HOT OFF THE PRESS... NEW ! Wellbeing Committee

Would you like to be part of a new initiative for staff? Are you interested in ways to improve staff wellbeing? We are looking for 6/8 staff across the whole school to help us form a new Wellbeing Committee. You would be part of regular short meetings which aim to deliver effective quick wins for staff wellbeing. We aim to kick off the first meeting before the end of term. If this sounds like something you would like to be part of please email your nomination to Laura Greenacre, HR Officer, by Friday 30th June 2017. If we receive more nominations than we require we will look at selecting staff to ensure we have a fair representation of all faculties and areas of the school and may rotate staff over time.

Room moves

This is where we will let you know when staff have moved offices. So you will should always be able to find your colleagues!!

Wider Wallet

The Trust subscribes to an employee benefit scheme - Wider Wallet which enables you to boost your spending power, enjoy your leisure time and experience wellbeing. Wider Wallet brings together a wide range of national and local offers, along with information on other employee benefits. So whether you'd like to save money at high-street stores, enjoy discounts on your supermarket shopping or splash out on a treat, there's something for everyone. Simply visit coventry.widerwallet.com and register using the access code S376643K or call Wider Wallet Team on 0800 612 7220 between 8am to 6pm weekdays

Useful Childcare information

The government is introducing **new** ways to help parent with childcare costs. Whether you have toddlers or teens, you could get support. Please visit the government's website <https://www.childcarechoices.gov.uk/> for more information. The website includes up to date information on the 30 hours free childcare initiative or Tax free childcare.

Fond farewells & Warm welcomes...

We are sadly saying goodbye to a number of faces this term - Masuma Ali, Corey Bateman, Sam Buckley, Dan English, Nick Herlihy, Meredith Hood, Clare Keightley, Maggie King, Geraldine Spelman, Jessica Townshend, and Sarah White. We wish them all the best for the future.

We would also like to wish good luck to Luke Roper and Jake Wood who will be commencing their Teacher Training with School Direct in September.

Please join us in warmly welcoming some new faces over this term – We have a number of newly qualified teachers joining us on 1st July: Richard Cravos (Spanish), Andy Evans (History), Beth Gaffer (Social Studies), Sean Ison (Physics), Elish Ivins (English), Laura Lyard (French), Lizzie Mallett (Geography), Ioneu Neagu (Computer Science), Harriet Reddington (Science), Fran Thorley (English), Michael Waine (Maths & PE), and Alex Walch (Technology). Whilst David Reddington will be joining us on 26th June as a science technician. We wish you all the best in your new roles.

Employee Benefits

Childcare voucher scheme

Do you pay for childcare? We run a Kiddi Vouchers childcare voucher scheme which provides an easy way for working parents to save on the cost of childcare. Suitable for children up to age 15, childcare vouchers can be used for a wide range of care, from nurseries and childminders through to holiday camps and breakfast clubs.

Simply by signing up for childcare vouchers, parents can enjoy automatic savings in tax and National Insurance. Most parents choose electronic vouchers, which can be transferred straight into a carer's bank account for quick and convenient payment. Registration is completely free and takes less than 10 minutes. Scheme ref: S376643K. Register free on 0800 612 9015 or at <http://www.kiddivouchers.com> or <http://coventry.widerwallet.com>

Teacher and Support staff pay statements & payslips

Before the end of term all staff will be receiving an annual pay statement. Watch this space!

Your payslip. As well as receiving a paper based payslip you can also securely access your payslip and P60s electronically, using Resource Link Self Service from home or from any other PC with an internet connection, by using the following web address: <https://resourcelink.coventry.gov.uk>. In order to access the system you will need to obtain a password from the LA by telephoning 024 76 787777.

A day in the life will be a regular slot in our publications, meet Catherine!

A day in the life of Catherine Murrey



What is your full name (middle name optional)?

Catherine Stacey Murrey – although I'm not a fan of my middle name.

What is your job title and role?

PA to Headteacher (covering for Jodie Turner) To keep it extremely brief; supporting the Headteacher, scheduling, planning, organising meetings etc. and in general helping everything to run smoothly.

Finish this sentence: The ideal way to start my day is

To get up as late as possible and have a cuddle with my cat. You might gather quite quickly I am not as active/healthy as Jodie haha.

What are the most important tools, programs and systems you use for your work?

In this role probably Outlook and SIMS, but most importantly a piece of paper with everyone's initials/names on – the biggest challenge is remembering everyone's name and phone number!

What are your favourite smartphone apps and why?

Probably Whatsapp and City Mapper. I often go to London to visit friends and my sense of direction is awful – I don't think I would manage to get anywhere without City Mapper.

Finish this sentence: My favourite thing about being a PA is ...

That it's quite a sociable job and I also find organisation quite satisfying. So far I have loved being in a school environment too, the kids are lovely – well, most of them.

What types of jobs have you had in the past?

I have had many different jobs but the most recent include; PA at Amtico and also at Yazaki (although I know nothing about cars or engineering!), Project Lead for Department for Education, which involved converting schools to academies, intervening in schools causing concern, and promoting the academy agenda and good governance . My favourite job was definitely working at the DfE as an Investigation/Hearings Officer – investigating cases of teacher misconduct and offence cases, the most serious of which resulted in prohibition from teaching. It was quite an eye-opening job!

Tell me a little bit about your life outside of work...

At the minute my life outside of work consists of wedding planning and doing up our first house – which currently looks like a building site as we decided to completely renovate it. Other than that it's a bit boring I'm afraid, good film and a glass of Prosecco!

What are your hobbies outside of work?

My partner and I really enjoy visiting different parts of England and Wales camping/glamping and seeing the countryside. Nice walks and a relaxed evening in front of a log fire (but not in this weather!)

HR Contact details

For any HR queries please contact one of your HR team

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