

## Schools HR Services Contacts

### Schools Traded HR Advisory Service

[schoolshradvisory@northyorks.gov.uk](mailto:schoolshradvisory@northyorks.gov.uk) or 01609 798343

The HR Advisory Service provides **advice and guidance on the application of people management policies / procedures such as disciplinary, capability etc.** The contact details above will take you through to our office based HR Advisor (Advisory) team and all initial queries should be made via this contact. It may be necessary to escalate your query your nominated **HR Advisor (Casework)**. We are open all year between 8.30am and 5pm Monday to Thursday and 8.30am and 4.30pm on Fridays.

All our HR Advisors are professionally qualified or working towards their qualification. The HR Advisors provide advice and guidance on:

- Interpretation of policies / procedures and terms and conditions
- Case work (for example Attendance Management, Disciplinary, Resolving Issues at Work, Developing Performance, Capability, Restructures and Redundancy).

In the event that your query relates to a complex/high risk piece of casework, your query may be escalated to your nominated Senior HR Advisor. Senior HR Advisors are professionally qualified and overseen by 3 Principal Advisers.

**Mairi Reed - 01609 532164** or [mairi.reed@northyorks.gov.uk](mailto:mairi.reed@northyorks.gov.uk)

**Harry Rashid - 01609 535117** or [haroon.rashid@northyorks.gov.uk](mailto:haroon.rashid@northyorks.gov.uk)

**Julie Boucher – 01609 533220** or [julie.boucher@northyorks.gov.uk](mailto:julie.boucher@northyorks.gov.uk)

The team can offer support and guidance with:

- High risk/complex case work
- Allegations against staff
- Case work involving your Headteachers
- Complex restructures / redundancies

If you do not know who the nominated HR Adviser or Senior HR Adviser is for your school then please contact the HR Advisory team on **01609 798343**.

### Employment Support Services (ESS)

**All payroll and administration queries** should be sent to:

Email: [employmentsupportservice@northyorks.gov.uk](mailto:employmentsupportservice@northyorks.gov.uk)

Telephone number: 01609 532190

**These Services are overseen by Penny Yeadon – Head HR (CYPS), who can be contacted on [penny.yeadon@northyorks.gov.uk](mailto:penny.yeadon@northyorks.gov.uk) or 01609 533302.**