

# Every Matters

*Free*  
e-learning  
course!



Online searches

Attendance  
**Management**

*Social media awareness*

Navigating **Change**

# Opening Note

demonstrated to be so valuable than during lockdowns. It was certainly apparent which organisations were digitally ready to cope and which were struggling.

What a journey education's been on in the last 12 years. If you've worked in the sector as long as I have, you'll remember when academisation was just an idea about shining a light on the good practice that existed in schools at the time.

Fast-forward a decade, and that idea has grown into multi-academy trusts which, in some instances, comprise dozens of academies spread across several Local Authority areas.

Arguably, one of the most significant impacts of academisation is the modernisation of systems and the corresponding streamlining of processes. The sector's embraced EdTech, integrated technologies that enable trusts to scale more effectively, or simply for schools to do more with less.

Of course, this vision for cloud-based, integrated technology has rarely been

Speaking with many leaders in the sector, I feel their sense of urgency and appetite for technological change. Not only because of their experiences during lockdowns, but also how it makes them more resilient to changes in the workforce. The 'great resignation' being a case in point – how often do you hear people ask, 'where has everyone gone'? It's making an already-tough market even tougher, but technology can be a great differentiator in speed to fill vacancies. That, and offering a better onboarding experience for your new employee.

HR services, both at a local school level and at the central trust level, can be transformed from simple transactional activities to value-added provisions. Paper mountains and admin time can reduce as the quality of support and speed of interventions increase. Yet change can be daunting, and it can be all

too easy to put it off until the time feels right. Though when it comes to HR, you've already done most of the legwork.

1. December's Workforce Census submission means your employee data's as up-to-date as it's ever been.

2. Pay progression and uplifts have been done, or soon will be, so there's less data moving around.

3. If you're aligning a new Payroll provider for the new financial year, then that's one duck already in your row.

As you read through this magazine, I hope you'll begin to feel that it's a case of 'when' rather than 'if', as well as 'if not now, then when?'. Change for change's sake can be an unhelpful distraction. Change for good reason can be a great enabler for both tangible and intangible improvements.

*Adam Watson,  
Director of Every® by IRIS*

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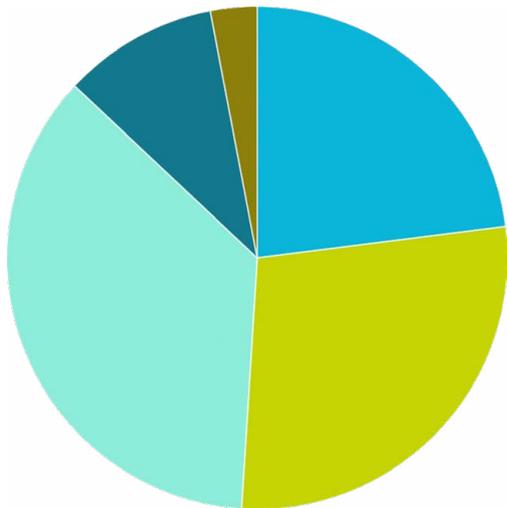
*Every HR:*  
The journey so far

# Using changemakers to successfully navigate change

**Change** - it's part of everyday life, so why does promoting and instigating it within internal processes and teams feel so complex?

Well, we're all somewhere on the change scale. And it's pretty vast, as we discovered when we asked professionals in the sector how the prospect of change made them feel in our [Changemaker's Guide](#):

Empowered 23% | Exploratory 28%  
Interested 36% | Nervous 10%  
Frightened 3%



Your colleague frightened of change is going to need a whole different bank of support than your colleague who's empowered by the prospect. And it's knowing how to navigate such a range of emotions that's going to help you make positive changes to the status-quo with as little repercussions as possible.

Look at one of the biggest additions to KCISE 2022 – the guidance that schools and colleges 'should' carry

out online searches on candidates, for instance. How you reacted to knowing you'd have to scope out online/social media profiles will have been largely influenced by how comfortable you already are in those worlds.

And it goes without saying that it's often the unknown that's the frightening part, rather than the change case that's been presented to make something better. Communication's crucial to successful change, as is who's leading it.

**Explore change and find out how to spot those champions in your team with the help of our Changemaker's Guide.**

**Learn more & download your copy here**

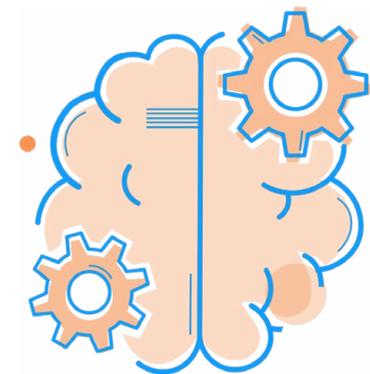


## Changemaker

ˈtʃeɪndʒˈmeɪkə

*Noun*

A person who identifies a problem and sets out to action a solution, being the central cog piece that puts the change in motion.



In a digital world, a changemaker instigates the research and implementation of new technology that will help streamline and improve internal processes. Like the feelings we associate with change, there's a scale for changemakers too.

*So, which changemaker are you?*

**Take this quiz to find out!**



At some point, you have to go 'live'. New MIS, Payroll processes, HR software - making the change isn't small fry. Migrating data is always going to feel scary, and we understand the hesitations schools and MATs feel as they get closer to pushing that big red button. Metaphorically speaking!

If you focus on perfection, you're on an impossible pursuit. Pareto's 80:20 principle makes for a more practical journey and result. 80% of having a new system 'ready' comes from 20% of the effort that you put in. And the reality is you could be ready at 80% - it's about questioning the value of chasing 100%, because there's always going to be improvements that could be made.

*Kate Hurlow,  
Professional Services Senior Manager,  
Every® by IRIS*

# 3 tips to manage absences during strike action

On 'Walkout Wednesday', **more than half** of schools in England completely closed or restricted attendance amid mass teacher strikes. Continuing into March, it's not just a school's capacity to teach that's affected.

Industrial action absences place a different type of demand on your admin staff. For one, they wouldn't normally need to log such a high volume of absences for the same day. For another, and it's an entirely responsive activity.

Teaching staff aren't obliged to tell you they'll be striking, meaning it's an entirely reactive operation for your HR team. They can only log the absences on

the day, which puts a huge pinch-point on their other responsibilities. And it starts to get particularly burdensome when you're adjusting records for tens, if not hundreds, of staff across a number of schools.

So, how can you lessen the administrative load of logging industrial action for your HR team?

- *Make sure a clear process is in place for recording staff strike absence data, and that a specific 'type' of absence has been set up for effective logging.*
- *Maintain regular communications between Payroll and your absence management processes so pay is adjusted accurately.*
- *Ensure you've got a flexible system that allows you to quickly record absences covering a short period of time.*

We'll be expanding on these points on Friday 10<sup>th</sup> March!

## Webinar: Getting to grips with staff absence management

Join Adam for a webinar that looks at the multi-faceted task that is staff absence management.



You know as well as we do that there are so many different types of absences in schools and trusts that have such varying knock-on effects on the organisation. From having to respond to current industrial action that's impacting whether a school can open, to planning and sourcing long-term cover for maternity leave, all the way through to reacting to unplanned time off, like child dependency, it's an activity that feels like an ongoing juggle!

But when you can remove time-consuming, arduous admin and gain insight over your entire organisation's absences, you can make it efficient. Effective. And we daresay rewarding.

Adam's going to be running through how we've developed our Absence Management module that helps you...

“Take the hard work out of absence monitoring and gives the opportunity to store meeting notes and returns-to-work, self-certs, and Drs notes all in one location for easy review and management.”

*Our Lady Immaculate Catholic Primary School*

“Give accountability to our managers to ensure they are not just following processes, but are responsible for the wellbeing of their staff.”

*Sarah Turnbull, Transforming Lives Education Trust*

“Ensure absence management processes are streamlined and super efficient” with “the ability for staff members to complete their self-certification within Every and then have the line managers authorise absence.”

*Stephanie Boyer, St Augustine's C of E Junior School*

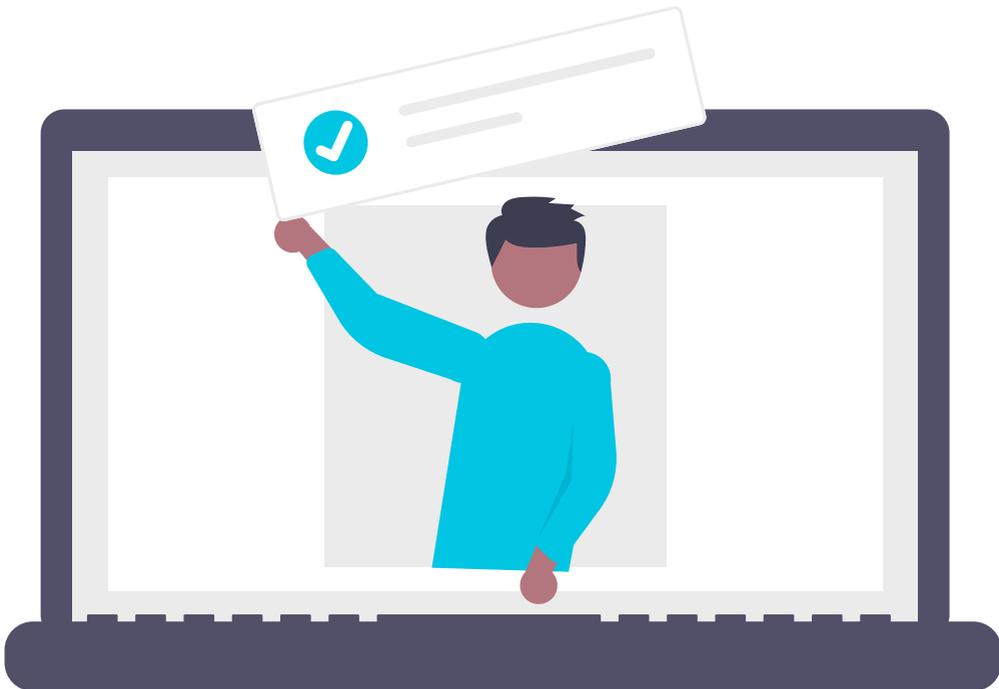
There might be a few dates highlighted in your diary over the next few weeks...

**...make sure this one's alongside them.**



Sign up!

# A spotlight on recruitment: Online searches & social media awareness



So, back to that KCSIE 2022 change we mentioned on a previous page. The statutory guidance now states:

As part of the shortlisting process, Schools and Colleges should consider carrying out an online search as part of their due diligence on the shortlisted candidates.

Though it felt like this sort of check had been coming for a while, that's not stopped putting it into practice feel like a bit of a grey area! And posing questions like:

1. How far back should searches go?
2. Who should carry out searches?
3. What even should I be searching?

We've been just as interested in the answers as you! So back in September 2022, we asked Victoria Blake, Principal HR Consultant at Stone King LLP, to join one of our regular [webinars](#).

Attended by over 100 HR professionals in the sector, we worked through what the guidance tangibly meant, and what you needed to do.

So, more than 6 months on, how're you getting on with the online searches?

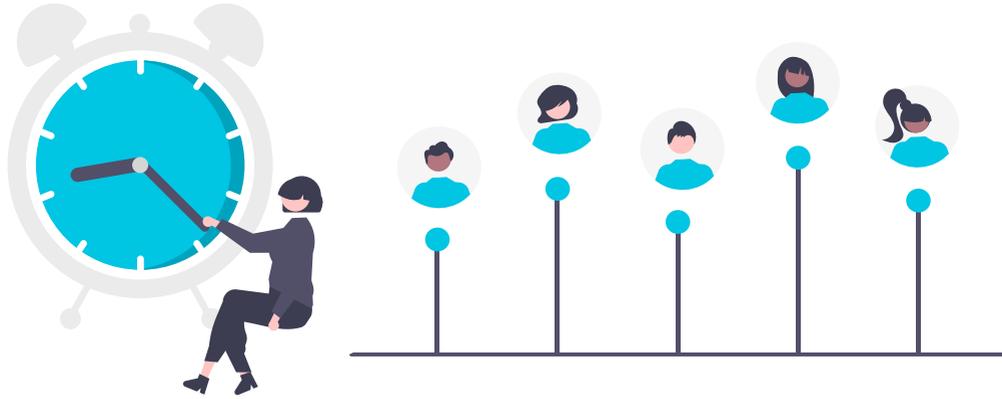
- It's now a standard shortlisting activity
- It's a work in progress but we're getting there
- It's not as streamlined as it could be
- We're lacking confidence

Whichever statement you relate to, we've combined Victoria's professional advice with our knowledge of recruitment in education to produce a handy tool to help navigate these searches!



Free e-learning course

# Professional Conduct in Schools



Length:  
25 minutes

For?  
All levels of employee and  
volunteers across your  
organisation

To support your understanding of professionally recruiting further, you're also invited to try our 25 minute Professional Conduct in Schools course!

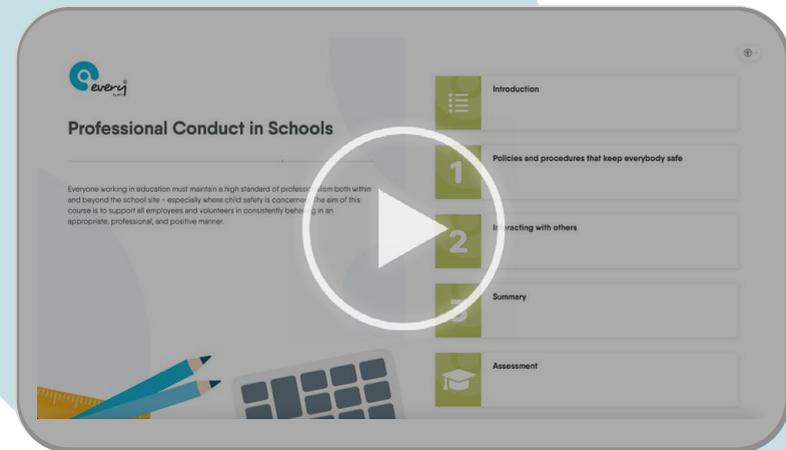
Everyone needs to consistently maintain a high standard of professionalism within and beyond the school site.

From full-time staff to volunteers, it's vital to avoid any behaviour that could lead a reasonable outsider to question your motivation and intentions, especially where the safety of children is concerned.

What's covered?

- *Conduct expectations of those working in an educational environment and why this is so important*
- *The policies and procedures you need to be aware of that keep everybody safe*
- *Behaviour support to ensure conduct is appropriate, positive, and professional*

Click below to access your course 

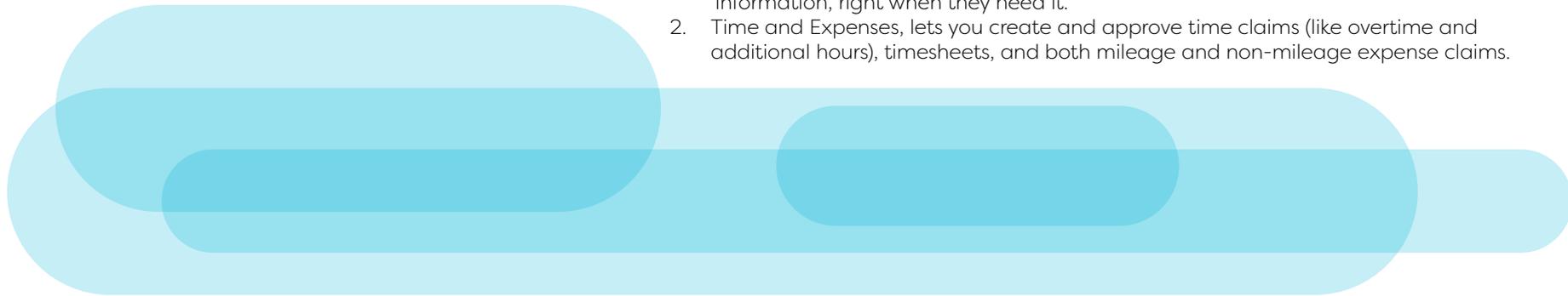


e-Learning  
course  
directory 

# The journey's ongoing...

*This doesn't have to be 'goodbye', we're just getting started!*

If this was your first introduction to **Every**<sup>®</sup>, then we hope it's been an informative welcome!



## DID YOU KNOW...

...it's been our long-standing mantra to follow our customers? That means listening to what they need to make their working lives simpler and developing software that does exactly that.

...Every HR's grown into one of the education sector's leading choices of HR software, currently used by over 1,600 schools and MATs?

...we're the first to integrate our HR system with SBS Budgets and IRIS Financial Planner?

...you can now push employees into IRIS Ed:gen and iSAMS?



# ...find out where we've come from and where we're heading on Wednesday 8<sup>th</sup> March.

Join Adam for a webinar that explores how our HR software reduces administrative burdens so you can take HR back to what it's really about: your people.

He'll also be showcasing new features, including:

1. The Employee Directory, which gives the right people access to the right information, right when they need it.
2. Time and Expenses, lets you create and approve time claims (like overtime and additional hours), timesheets, and both mileage and non-mileage expense claims.

And if that's not enough to convince you, take it from our customers who were asked to describe Every HR in 3 words!

**"Time-saver, paperless, easy."**

*Cathriena Reid, Surrey Street Primary School*

**"Powerful, intuitive, helpful."**

*Peter Thompson, Impact Education MAT*

**"My life saver."**

*Alison Moon, Veritas MAT*

Sign up! 





Ready to discover a new  
way of managing HR?  
*Let's talk.*



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New customers: 08456 80 70 32



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New customers: [hello@weareevery.com](mailto:hello@weareevery.com)

Join the conversation on social media!

