COLE
School Experts

HR SERVICES

CONFIDENT, COMPLIANT AND PEOPLE-FOCUSED SUPPORT FOR SCHOOLS.

Let's be honest: managing HR in a school is a huge challenge.

From navigating teaching awards and enterprise agreements to managing recruitment, performance, compliance, and employee matters - the stakes are high! Schools need HR support that understands the unique pressures of the education sector.

That's where Cole School Experts steps in. **We specialise in HR services built for schools across Australia.** Whether you need an ongoing partner, a helping hand for a specific project, or support while you're recruiting internally, our experienced professionals are ready to step in with the expertise and confidence your school needs.

WHAT DO OUR HR SERVICES INCLUDE?

We offer flexible HR support tailored to your school's governance, structure, and community.

1. HR HEALTH CHECK

- ✓ A comprehensive review of your school's HR practices to identify compliance gaps, risks and opportunities for improvement.

2. ONGOING HR SUPPORT

- ✓ Our team can act as an extension of your school, providing structured support across key HR areas.

3. EMPLOYEE LIFECYCLE & HR ADMINISTRATION

- ✓ Employment contracts and documentation
- ✓ Contract extensions and variation letters
- ✓ Statements of service
- ✓ Job share arrangements
- ✓ Probation review documentation
- ✓ Individual Flexibility Agreements (IFA)
- ✓ WorkCover and return-to-work processes

4. CLASSIFICATIONS & EMPLOYMENT ARRANGEMENTS

- ✓ Employment contracts and documentation
- ✓ Contract extensions and variation letters
- ✓ Statements of service
- ✓ Job share arrangements
- ✓ Probation review documentation
- ✓ Individual Flexibility Agreements (IFA)
- ✓ WorkCover and return-to-work processes

5. PERFORMANCE & EMPLOYMENT MANAGEMENT

- ✓ Performance Improvement Plan (PIP) development
- ✓ Performance documentation and processes
- ✓ Employee file maintenance and compliance

6. PAYROLL & EMPLOYMENT FRAMEWORKS

- ✓ Payroll process guidance and best practice
- ✓ Timesheet and payroll documentation templates
- ✓ Maintaining employment conditions within relevant frameworks

WHAT DO OUR HR SERVICES INCLUDE? (Continued)

7. HR ADVISORY & POLICY DEVELOPMENT

- ✓ HR policy creation and review
- ✓ Compliance guidance on awards, enterprise agreements and school policies
- ✓ Employee Assistance Program (EAP) and staff benefit comparisons

8. EMPLOYMENT SEPARATION & COMPLEX MATTERS

- ✓ Termination and redundancy calculations
- ✓ Casual employee termination or abandonment processes
- ✓ Executive termination and ETP review
- Exit interviews and transition support

9. SERVICE SCOPE CONSIDERATIONS

The level of HR support required may vary depending on factors such as:

- ✓ Number of employees and employment types (full-time, part-time, casual)
- ✓ Range of roles across the school (teaching, administration, facilities, boarding etc.)
- ✓ Payroll frequency and complexity
- ✓ Applicable enterprise agreements or awards
- ✓ Number of payroll entities or payroll systems

Our services are designed to scale to the size and structure of your school.

WHY SCHOOLS CHOOSE TO OUTSOURCE HR

✓ STAY FULLY COMPLIANT

Our team understands the complexities of teaching and non-teaching awards, enterprise agreements and school policy frameworks, ensuring your HR practices remain compliant.

✓ PROFESSIONAL GUIDANCE

From recruitment and onboarding to performance management and separation processes, we help you manage HR confidently and efficiently.

✓ FLEXIBLE SUPPORT

Our services can scale depending on your needs - from short-term support during busy periods to ongoing HR partnership.

✓ PEACE OF MIND

Reduce pressure on leadership teams while ensuring your HR systems protect your people and your school's reputation.

OUR PROCESS: SIMPLE, SUPPORTIVE & STRATEGIC

✓ CONSULT

We meet with your leadership team to understand your current HR challenges and goals.

✓ ASSESS

We review your policies, contracts, systems, and compliance position.

✓ IMPLEMENT

We strengthen documentation, refine processes, and provide practical solutions tailored to your school.

✓ SUPPORT

Ongoing expert guidance to ensure confidence, clarity, and continuity.

CONTACT US

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