****

**REDUNDANCY POLICY AND PROCEDURE**

**NON TEACHING STAFF**

**(Schools with fully delegated budgets)**

**Under Review**

Education Authority, Human Resource Services

*February 2018*

# **Introduction**

# The Education Authority is committed to take all reasonable steps to avoid redundancies. Where redundancies cannot be avoided the employer will undertake to allow sufficient time for proper consultation with the workforce and the recognised trade unions in accordance with the guidance as outlined in this procedure.

Under the Education (Northern Ireland) Order 1998 Schedule 2 Paragraph 5 it is within the authority of a Board of Governors of a school with a fully delegated budget to make a determination to declare an employee redundant and notify the Education Authority in writing of the determination. A consequent declaration of redundancy through notice by the Education Authority to an individual employee is to be considered a dismissal.

Employees who may be affected by redundancy must be consulted individually, even if collective consultation is undertaken. Although there is no statutory requirement for collective consultation if fewer than 20 employees are likely to be affected by redundancies, the Education Authority are committed to full and proper consultation with trade unions where it is proposed to dismiss as redundant any employee. There is a statutory requirement on employers to consult collectively with recognised trade unions if:

• between 20 and 99 employees may be dismissed from any one establishment within a 90 day period, consultation must begin at least 30 days before the first of those employees is dismissed;

• if 100 or more employees may be dismissed from any one establishment within a 90 day period, consultation must begin at least 90 days before the first of those employees is dismissed.

In order to provide for consultation at the earliest stage it is recommended that Boards of Governors commence this process as early as possible in the school year. Responsibility rests with the Governors for determining the level of staffing within their school whilst ensuring the school budget is sufficient to meet full staffing costs along with all other committed costs. Governors should always examine alternative strategies in an attempt to avoid redundancy however in cases where redundancy is unavoidable this policy and procedures should be complied with.

**It should be noted that all redundancy proposals are subject to Department of Education approval and the availability of funding.**

# **1 Definition of redundancy**

An employee who is dismissed shall be taken as dismissed for redundancy if it is attributable wholly or mainly to:

* The fact that the employer has ceased, or intends to cease, to carry on the business for the purposes for which the employee was employed, or has ceased, or intends to cease, to carry on that business in the place where the employee was so employed, or
* The fact that the requirement of that business for employees to carry out work of a particular kind, or for employees to carry out work of a particular kind in the place where the employee was employed, has ceased or diminished, or is expected to cease or diminish. (Section 174, Employment Rights (NI) Order 1996).

# **2 Definition of Employer**

For the purpose of handling redundancies the Education Authority is the Employing Authority for all non-teaching staff in schools with fully delegated budgets and the Board of Governors is the employer.

### 3 Scope

### The procedure applies to non teaching staff in schools employed directly by the Board of Governors. Staff employed to meet the special educational needs of children, whose posts are funded by the Education Authority, are employees of the Board of Governors. The School must therefore, apply this procedure in relation to this category of staff.

### 4 Is there a potential redundancy?

The Board of Governors should regularly review the staffing needs of the school in accordance with the School Development Plan and budget. The Board of Governors need to assess whether any changes they are proposing have an effect on staffing levels. If proposals are such that a reduction in staffing levels is required, steps to avoid a redundancy situation must be considered.

### 5 Avoidance of Redundancy

The Board of Governors should seek to avoid redundancies, where possible. Governors should consider the potential for achieving the required level of reduction through:

* predictable natural wastage, eg resignations, retirements etc;
* redeployment within the school, subject to the required qualifications and/or skills needed;
* retraining, where practicable;
* an immediate restriction on recruitment except where special skills are required for the continued effective operation of the school;
* non renewal or termination of contracts of temporary staff. NB Staff employed on temporary/renewable contracts may have an entitlement to be treated the same as permanent staff in the application of the criteria for selection for redundancy. This matter should be checked with Human Resources;
* alternative working patterns eg temporary variation of contract from full-time to part-time, job sharing, career breaks etc;
* reduction or elimination of overtime working.

### 6 Consultation

Where the Board of Governors determine that redundancy must be proposed, it has a duty to consult about potential redundancies with the relevant Trade Unions and staff. Consultation must be meaningful and occur whilst the redundancies are still at the proposal stage. When dealing with redundancy situations, the Governors must ensure that all staff, including those who may be absent from work due to maternity leave, or on career breaks, are consulted and kept informed.

### Selection Criteria

The Board of Governors should be clear as to the selection process it intends to use well before the consultation begins, therefore:

* + the selection criteria must be clear, objective and precisely defined. The pool for selection and the selection criteria should be clear and understood by the Governors, staff and Trades Unions.
  + any selection criteria, eg, qualifications, length of service must be applied in a reasonable, fair and objective manner and should not discriminate against staff on the grounds of age, sex, race, disability, religious affiliation, or employment status. Care should be taken to ensure that criteria are not indirectly discriminatory. (This may occur when a provision, criterion or practice is applied with which a considerably smaller proportion of the staff could comply and which cannot be justified).
  + The above selection criteria for compulsory redundancy in respect of staff assigned to a pupil with a Statement of Special Educational Needs does not apply. It has been agreed that such staff will be selected for compulsory redundancy when the need for their continued employment ceases or diminishes.

**8 Amalgamations**

In circumstances where there is an amalgamation and the organisational structure of the new school results in a reduction in the number of non teaching posts in a particular area, the interim Board of Governors of the new school may elect to conduct an internal trawl amongst the eligible staff and select those staff for appointment to the posts in the new structure on the basis of interview. Those staff who are unsuccessful at interview will be selected for redundancy if no suitable alternative positions are available.

### 9 Alternative Work

The Education Authority is willing to explore potential alternative employment for any member of staff declared compulsorily redundant. However, there is no guarantee that alternative work will be available. If a suitable post is found in terms of pay, grade, job description and location and the employee unreasonably refuses, there will be no liability on the employer to make a redundancy payment.

In the event that alternative work is found, the individual has the right to a statutory trial period of 4 weeks. If the employee leaves within the trial period, they will be considered redundant from the original date, provided the alternative work was unsuitable and/or they did not act unreasonably by leaving it.

### Time off

Reasonable time off with pay will be granted to potentially redundant employees to attend for job interviews or to seek retraining.

**11 Notice of termination of employment**

The Employing Authority is required to issue notice of termination, upon the determination of the Board of Governors, to staff “employed to work solely at the school or other institution” who become redundant.

The amount of notice, which the employee is entitled to receive is that set out in Section 118 of the Employment Rights (NI) Order 1996, unless the contract of employment provides for a greater period.

**12 Redundancy payment**

**It should be noted that all redundancy proposals are subject to Department of Education approval and the availability of funding.**

The relevant date for calculation of the redundancy payment will be the date on which minimum notice is served or, where insufficient notice is provided, the date of termination of employment. In order to be eligible for a redundancy payment, the employee must have completed a minimum of 2 years continuous service by the relevant date. (Section 173,180 &190, Employment Rights (NI) Order 1996).

Employees who are offered alternative employment with the same or an associated employer may not be entitled to a redundancy payment provided that the new job is offered before the date of termination and starts within 4 weeks of that date. (When relevant, this period may be extended to account for periods of school closure).

Associated employers are defined in Statutory Rule 1999 No 409 Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order (Northern Ireland) 1999.

**The Employing Authority will write to each employee seeking confirmation that they have not started work in a suitable alternative post within 4 weeks of the termination date. (As above this period may be extended to account for periods of school closure). On receipt of such confirmation, the redundancy payment will be issued.**

**If the employee takes up alternative employment within the Education Authority or with an associated employer within 4 weeks from the date of termination of the employment (this period may be extended to account for periods of school closure) the employee is required to notify the Education Authority as they may not be entitled to the redundancy payment.**

**REDUNDANCY PROCEDURE**

Boards of Governors are advised to seek the advice and guidance of Human Resources before initiating the redundancy procedure.

The Chair, Chief Executive or other Officer of the Education Authority may upon giving notice to the secretary, attend any meeting of the Board of Governors or a committee thereof in an advisory capacity, but shall not vote on any question.

**1.0 STAGE 1 PRELIMINARY MEETING**

**1.1** The purpose of the initial meeting of the Board of Governors is to consider the needs of the school and determine the staffing complement required to meet those needs.

**1.2** At the end of the preliminary meeting, the Governors should be in a position to commence consultation with trade unions and staff on the proposals to reduce staffing levels. It is important that the proposals should be in terms of areas of work and posts and should not involve the identification of individuals. The Board of Governors should delegate responsibility for the application of the procedure to a Staffing Sub Committee convened in accordance with the Scheme of Management. The Principal cannot act as a voting member of the Sub-Committee. The Staffing Sub-Committee should agree a date for the consultation meeting.

**1.3** At the preliminary meeting the Board of Governors should:

**1.3.1** Establish and record the rationale for any proposed staffing reduction eg budgetary, enrolment, curricular, reorganisation, efficiency, diminution of work in a specific area etc.

**1.3.2** Establish and record the proposed unit of staff where a reduction in numbers may be required. eg admin support, technical support, building support, classroom/general assistance, lunchtime supervision. In determining the proposed unit, the Governors should take into account the non-teaching organisational structure relevant to the school.

**1.3.3** Consider the potential for achieving the required level of reduction using the measures to avoid redundancy identified in Paragraph 5 on page 2. It should be recognised that governors may not have access to all required information at this point and it will be necessary to write to staff to establish if there is any interest in reduced hours. part-time working, job share career breaks etc. It will also be necessary to seek expressions of interest in voluntary redundancy in the event of being unable to achieve the required level of reduction through any other means.

**1.3.4** At this stage, Governors should also establish criteria that will be used to select volunteers for redundancy and in the event of insufficient or unsuitable volunteers, the criteria that will be used for the selection for compulsory redundancies. The needs of the school must be paramount in the definition of the criteria. The governors have the right to define criteria which ensures that suitably qualified/skilled staff are retained and the efficiency and effectiveness of services are maintained.

**Selection criteria should be fair and objective and the following criteria shall normally be applied:**

**1.4 CRITERIA FOR THE SELECTION OF VOLUNTARY REDUNDANCIES:**

**1.4.1** Requirement to maintain the effectiveness and efficiency of the service through the retention of suitably skilled staff.

**1.4.2** Least cost to the public purse.

**1.4.3** In the unlikely event of all else being equal, random selection will be applied.

**1.5 CRITERIA FOR THE SELECTION OF COMPULSORY REDUNDANCIES:**

A score for each member of staff within the unit of redundancy will be calculated as follows: (see examples at ***Annex 1***)

**1.5.1 Qualifications/Skills**

Relevant qualifications/skills must be specified when defining criteria, prior to application.

* + Basic entry qualifications /skills required 3 points
  + Additional qualifications/skills relevant to the post 6 points
    1. **Experience**

Experience relevant to the on-going needs of the school. Relevant experience gained in the current post or in previous employment may be considered.

0 - 2 years 2 points

3 - 4 years 4 points

5 + 6 points

**1.5.3 Specific Expertise**

Expertise gained through training, experience or qualifications which makes a valuable contribution to the successful operation of the school.

* + Easily transferable to other staff 1 point
  + Transferable in short term with training to other staff 2 points
  + Difficult to transfer to other staff 3 points

**SUB-TOTAL MAXIMUM AVAILABLE 15 POINTS**

**1.5.4** The member of staff with the lowest score is selected for redundancy.

**1.5.5** In the event of equal scores, least cost will be applied. Where least cost does not result in the identification of an individual, random selection / selection interview will be arranged in order to select the most suitable candidate to remain in the post.

**2.0 STAGE 2 LETTER TO TRADE UNIONS AND STAFF**

**2.1** Following the preliminary meeting, the Secretary of the Board of Governors should write to all recognised Trade Unions (see list ***Annex 2***) and staff, initiating the consultation process by outlining the proposals. ***(Appendices 1, 1a &2)*** The Principal should meet with staff to advise of the proposals prior to the issue of the letter. The letter should include the following:

1. The reasons for the reduction in staffing.
2. The proposed unit of staff and the numbers and descriptions of posts that it is proposed to reduce.
3. The details of all non-teaching posts in the school including post title, grade, hour whether the post is temporary or permanent.
4. The measures which the governors will consider to avoid redundancies and an invitation to staff to contact the Principal if they wish to reduce their working hours or job share etc.
5. An invitation to staff to express an interest in voluntary redundancy.
6. The proposed criteria to be used in voluntary redundancy selection.
7. The proposed criteria to be used in compulsory redundancy selection.
8. The proposed method of carrying out any dismissals in accordance with the agreed redundancy procedure.
9. A date by which the Trade Unions and staff should respond in writing indicating whether or not they wish to attend the next meeting to make representations in relation to the proposals. The letter should also advise that if staff or Unions are unable or do not wish to attend in person, they may submit written representations.

**2.2** In order to ensure that Governors are in possession of all relevant information to ensure fair and equal consideration of employees in the selection process, *all staff within the specified unit of redundancy are required to complete the enclosed* ***Annex 3*** *proforma.* ***Staff should include all relevant information in relation to their* qualifications/skills, experience and any specific expertise which would contribute to the ongoing effective operation of the school**. Completed pro forma must be returned to the Secretary to the Board of Governors by the date of the Consultation meeting. The information provided will be treated confidentially and will only be made available to the Sub-committee in the event that compulsory redundancies are unavoidable.

**3.0 STAGE 3 CONSULTATION MEETING WITH STAFFING SUB-COMMITTEE**

**3.1** Staff and Trade Union responses should have been received prior to this meeting allowing any issues raised in writing to be available to the Staffing Sub Committee in advance. Trade Union representatives and/or members of staff may also choose to attend to make representations on the proposals in person.

**3.2** The Staffing Sub Committee will consider all written and oral representations, a record of which should be included in the minutes and on the basis of all of the information available, decide if redundancy can be avoided.

**3.3** If, after consideration of all representations, redundancy is unavoidable, the Sub Committee must consider volunteers and apply the agreed selection criteria in accordance with paragraph 1.4 on page 6. Details of the criteria used and those staff selected or rejected for voluntary redundancy must be recorded in the minutes with the reasons for the decisions made. Staff should be notified accordingly of the outcome of their applications including, those not selected given the right to appeal the decision and those selected given the opportunity to make individual representations to the staffing Sub-Committee. ***(Appendices 3 & 4)***

**3.4** In the event that there are insufficient or unsuitable volunteers to avoid compulsory redundancy, the criteria for compulsory selection should be applied to provisionally select the appropriate staff in accordance with paragraph 1.5 on page 6. The criteria applied and the reasons for selection of staff for compulsory redundancy should be recorded in the minutes.

**3.5** Trade Unions and staff must be informed in writing of the outcome of the meeting. ***(Appendix 5)*** Each individual staff member who has been provisionally selected must be informed in writing ***(Appendix 6)*** and given the opportunity to make individual representations, either in writing or in person, to the Sub Committee. The opportunity to make individual representations should be arranged by the Sub Committee and should, where practicable, take place within 10 working days of the individual being advised of their provisional selection. They should be advised of their right to be accompanied by a Trade Union representative or a work colleague.

**4.0 STAGE 4 INDIVIDUAL CONSULTATION MEETINGS**

**4.1** This meeting provides each member of staff provisionally selected, with the opportunity to make representations in relation to their selection.

**4.2** Where a member of staff chooses not to make representations against their selection for redundancy to the Staffing Sub Committee within the time frame specified, they should be advised in writing of their right to appeal against the Sub Committee’s decision. ***(Appendix 7)***

**4.3** Where a member of staff chooses to make representations, full consideration must be taken of any representations made, clarifying and exploring any points raised. If information comes to light during the course of the meeting to change the basis of selection, the Sub Committee should inform the member of staff accordingly in writing. ***(Appendix 8)*** An alternative member of staff may then be selected, but if so, they will also have the right to make individual representations as to why they should not be selected. Only after all reasonable options have been examined and eliminated will the final list of staff selected for redundancy be compiled.

**4.4** When the final list is completed, it shall be the duty of the Staffing Sub Committee to provide their recommendations to the Board of Governors to make the determination to dismiss. Following this determination, the Secretary of the Board of Governors will write to each member of staff informing them of their selection and affording them the opportunity of appealing against the determination that they should be dismissed on the grounds of compulsory redundancy. ***(Appendix 9)***

**4.4.1** Where a member of staff chooses to lodge an appeal such an appeal will be to the Appeals Committee of the Board of Governors. The appeal must be made in writing to the Secretary to the Board of Governors within 5 working days of notification of the determination to terminate their employment on grounds of compulsory redundancy. The Appeals Committee of the Board of Governors must give full consideration of any representations made, clarifying and exploring any points raised. If information comes to light during the course of the meeting to change the basis of selection the Appeals Committee should inform the Chairperson of the Board of Governors who shall inform the member of staff accordingly in writing. **(*Appendix 10*)**

If, after consideration of all representations, the Appeals Committee decides not to uphold the appeal they shall recommend to the Board of Governors to proceed to implement the termination of employment by reason of redundancy. Following the Board of Governors determination, the Chairperson of the Board of Governors will write to each member of staff informing them of the outcome of their appeal together with their reasons for their decision **(*Appendix 11*)** and affording them a further right of appeal (see paragraph 4.5)

**4.4.2** Where a member of staff chooses not to lodge an appeal against the Staffing Sub Committee’s recommendation, that their employment should terminate by reason of redundancy, the Secretary of the Board of Governors will advise the Board of Governors that the member of staff did not exercise their right of appeal. The Staffing Sub Committee shall then provide their recommendation to the Board of Governors to make a determination to dismiss. Following this determination, the Chairperson of the Board of Governors will write to the member of staff ***(Appendix 12)*** to inform them of their selection and afford them the opportunity to appeal against the determination that they should be dismissed on the grounds of compulsory redundancy before it is notified to the Education Authority (see paragraph 4.5).

**4.4.3** In relation to Selection for Voluntary Redundancy, the Board of Governors should carefully consider the recommendations of the Staffing Sub Committee together with the reasons for their decisions. Where the Board of Governors considers that the redundancy and dismissal should proceed it must advise the volunteer in writing ***(Appendix 12a)*** of this decision and afford them the opportunity to appeal against the determination before it is notified to the Education Authority (see paragraph 4.5)

**4.5** Such an appeal will be to an Independent Appeal Committee established under the auspices of the Labour Relations Agency and must be made within 5 working days of notification of the determination to dismiss. Appeals must be made in writing, explicitly setting out the grounds to the Principal of the school who will forward the request to the Labour Relations Agency, to make the necessary arrangements for a hearing. ***(Appendix 13)*** The appeal request will be acknowledged by the Principal. ***(Appendix 14)*** The appeal will be conducted in accordance with the arrangements for Independent Appeals prescribed within the Disciplinary Procedure.

The following are the terms of reference of the Independent Appeals Committee:

(a) The appeal is not a rehearing of the case but is an opportunity for the member of staff to challenge issues raised at the previous hearing. It also provides them with the opportunity to make representation to an independent committee not involved in the original decision to dismiss.

(b) It is not necessary to rehear all the evidence but the Appeal Committee should satisfy itself that:

(1) Adequate information was available to enable the original Committee to make a measured decision.

(2) The member of staff was given the right to make representations and that those representations were weighed with the original information available.

(3) Having regard to all the circumstances, the decision to select the member of staff for redundancy was reasonable.

**4.6** In the event that a member of staff has not lodged an appeal within the specified time frame, the Secretary of the Board of Governors will notify the Education Authority to issue notice to dismiss. ***(Appendix 15)***

**4.7** The member of staff will be informed in writing of the outcome of the appeal by the school. ***(Appendices 16 & 17)***

**5.0 STAGE 5 NOTIFICATION TO THE EDUCATION AUTHORITY**

**5.1** Following completion of the process including any appeals, the Board of Governors shall notify the Education Authority, Human Resources of the names of the staff who it has determined will no longer be employed in the school by reason of redundancy and shall provide the completed redundancy proposal documentation in accordance with DE requirements. ***(Appendix 18 and the completed Board of Governors Assurance Statement Annex B)***

**5.2** Human Resources will review the redundancy proposal provided as required by DE, and if appropriate, forward same to DE for consideration. **It must be noted that any redundancy proposal is subject to DE approval and the availability of funding.** The Education Authority will issue the dismissal letter **(Appendix 19)** which will include, any notice period, the effective date of dismissal, the details of any redundancy payment.

**5.3** If the circumstances in a school changes, for example through a reduction in staff through natural wastage of if additional resources become available the notice to

dismiss may be withdrawn.***(Appendix 20)***

|  |
| --- |
|  |

|  |  |
| --- | --- |
| [Redundancy Policy and Procedure – Non Teaching Staff](RedundancyPolicProcedure.pdf) | |
| Annex 1 | [Selection for Compulsory Redundancy – Worked Examples](RedundancyPolicyProcedure/Annex1v1.pdf) |
| Annex 2 | [List](Annex%202.pdf) of recognised Non Teaching Trade Unions |
| Annex 3 | [Employee](Annex3.doc) Information |

**ANNEX 1**

**WORKED EXAMPLE 1**

**SELECTION FOR COMPULSORY REDUNDANCY - CLERICAL OFFICERS**

**Criteria for post of Clerical Officer**

5 GCSE’s Grade A – C or equivalent or 1 years relevant experience in office environment

Qualifications or experience in the use of computers including word processing desirable

Current staffing 3 posts require reduction to 2, no volunteers.

**Details of 3 staff**

**Qualifications/Skills Experience Spec Expert**

**A** Basic entry 10 yrs 4 mths LMS/Budget

**B** Bus Studies Degree

Stage 3 Word processing 2 yrs 3 mths CLASS

**C** Basic entry

Stage 3 Word processing 4 yrs 9 mths Word processing

**Scoring applied as follows:**

**A B C**

**Qualifications/Skills 3 6 6**

**Experience 6 2 4**

**Specific Expertise 3 3 1**

**Sub total 12 11 11**

**RANDOM SELECTION/SELECTION INTERVIEW BETWEEN CANDIDATES B AND C**

**WORKED EXAMPLE 2**

**SELECTION FOR COMPULSORY REDUNDANCY BUILDING SUPERVISORS**

**Criteria for post of Building Supervisor**

Previous experience of caretaking/cleaning essential

Experience of staff supervision, knowledge of Health & Safety issues desirable

Current staffing 2 posts require reduction to 1, no volunteers.

**Details of 2 staff**

**Qualifications/Skills Experience Spec Expert**

**A** Basic entry 8 yrs 3mths Qualified Plumber

Trained in Boiler Main

**B** Basic entry 3 yrs 3 mths None

**Scoring applied as follows:**

**A B**

**Qualifications/Skills 3 3**

**Experience 6 4**

**Specific Expertise 3 0**

**Sub total 12 7**

**CANDIDATE B SELECTED**

**WORKED EXAMPLE 3**

**SELECTION FOR COMPULSORY REDUNDANCY - CLEANERS**

**Criteria for post of Cleaner**

Previous experience of cleaning in a school or industrial setting desirable

Current staffing 4 posts, require reduction to 3, no volunteers.

**Details of 4 staff**

**Qualifications/Skills Experience Spec Expert**

**A** Basic entry 7 yrs 1 mth None

**B** Basic entry 2 yrs 2 mths None

**C** Basic entry 13 yrs 6 mths None

**D** Basic entry 1yr 8 ths None

**Scoring applied as follows:**

**A B C D**

**Qualifications/Skills 3 3 3 3**

**Experience 6 4 6 2**

**Specific Expertise - - - -**

**Sub total 9 7 9 5**

**CANDIDATE D SELECTED**

**RECOGNISED TRADE UNIONS ANNEX 2**

**NON-TEACHING**

**NIPSA Ms Kim Graham**

Harkin House Tel. 0289066 1831

54 Wellington Park

Belfast

BT9 6DZ

**GMB Ms Denise Walker**

Victoria House Mob 0780810 1357

1a Victoria Road

Holywood

BT18 9BA

**UNISON Ms Anne Speed**

Galway House Tel: 028 9077 0813

165 York Street

Belfast

BT15 1AL

**UNITE Mr Michael Keenan**

26-34 Antrim Road Tel: 028 9044 6937

2 Ballymoney Road

Belfast

BT15 2AA

**ANNEX 3**

**NON TEACHING STAFF REDUNDANCY PROCEDURE**

**EMPLOYEE INFORMATION**

**Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date Commenced in School:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Current Post Held:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date Commenced in Current Post:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION 1 - QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Please list all qualifications attained to date including those acquired during employment** | | | |
| **Level of exam and name of examining body** | **Subjects obtained** | **Grade** | **Year Obtained** |
|  |  |  |  |

**SECTION 2 - SKILLS AND SPECIFIC EXPERTISE**

|  |  |
| --- | --- |
| **Please give details of any skills and specific expertise which you possess (refer to point 5 overleaf for guidance)** | |
| **Skills/Specific Expertise** | **Specify how your Skills/Specific Expertise was acquired** |
|  |  |

**SECTION 3 – EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Please give details of your paid experience starting with your present post (refer to point 6 overleaf for guidance)** | | | |
| **Name and Address of Employer** | **Dates (From/To)** | **Job Title** | **Duties** |
|  |  |  |  |

**I declare that the information contained in this form is true and accurate.**

**Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NOTES OF GUIDANCE ON COMPLETION**

1. The information provided by you on this form will be used during the application of the redundancy procedure to determine which employee(s) should be selected for redundancy in the event of such a course of action being necessary.
2. It is important that you complete the form fully and accurately so as to ensure that management has all the necessary information to assess your qualifications, skills, expertise etc against any predetermined redundancy criteria.
3. Should you provide details which are found to be false within your knowledge you will be liable to disciplinary action.
4. In Section 1 you should specify all qualifications attained.
5. In Section 2, column 1 you should provide details of any skills or specific expertise which you possess and which you feel will benefit the school. In Section 2, column 2 you should detail how you developed your skill/expertise. (Was it developed through an apprenticeship, qualification, training or work experience? The following are examples skills/specific expertise which individuals may possess and which may be of benefit to a school. The list is for example purposes only and is neither prescriptive nor exhaustive:
   * A Building Supervisor may have joinery skills which were acquired through either an apprenticeship, vocational training or through experience;
   * An employee working in administration may have specific skills/expertise in operating a schools financial management systems gained through his/her experience of working in a school office;
   * A classroom assistant may have skills/expertise in undertaking specific procedures relevant to the requirement of special needs pupils.
6. In Section 3 you should provide details of any relevant work experience which you have gained and which you deem beneficial to the ongoing needs of the school. Experience in previous employment should also be provided where you consider it to be relevant or beneficial to the ongoing needs of the school.