

## **EMPLOYMENT LEGISLATION AND ENGAGEMENT OF SUPPORT STAFF**

Employment Legislation is complex, with heavy financial penalties potentially payable by any employer who is held to have treated an employee unfairly. It is therefore vital that the Bursar be consulted before any action is taken to discipline any member of the support staff. Similarly, no action is to be taken to vary any employment condition for support staff without the prior agreement of the Bursar. If, exceptionally, immediate action must be taken – for example, immediate suspension following an act of gross misconduct – and the Bursar is not available, the advice of the Commercial and Operations Director or the Personnel Manager should be sought.

Members of staff – especially Housemasters or HODs – may be approached by members of the support staff who have worked in their area of responsibility seeking an employment reference. Should this occur, any such request should be redirected to the Personnel Manager, who will respond accordingly.

**No one may be employed by any Department of the School without prior authorisation from the Headmaster or Bursar. This includes sports coaches, visiting music teachers, trainee teachers and temporary staff.**