Members of Staff with more than one contract

We have been getting queries about how to deal with staff with more than one contract when not all the roles should be included in the SWF Census. For example, you might have a teaching assistant who also works in the Breakfast Club.

The teaching assistant role should be part of the SWF Census but the Breakfast Club role should not be included as Extended Schools staff are not in scope for the SWF Census. In order to accommodate this, the Breakfast Club post needs to have a Post Category of ‘Not required for Statutory Return.’

This is carried out through the Tools menu.

1. Go to Tools / Staff / Pay Related.
2. Click on Search to view all the Service Terms available.
3. Open the Service Term which includes the post of Breakfast Club assistant (or whichever post you need to amend). This will probably be in the Surrey Pay Service Term.
4. Scroll down to Panel 5 Posts
5. Highlight the post you require and select the Open button. If the post does not exist and you are creating it, then click on New

6. Complete the fields and ensure that you choose Post Category of Not required for Statutory Return.
7. Click on OK to save the changes.

If you have created a new post, you will now need to issue a contract using this post. If you have amended an existing post, then the change will appear in the individual’s contract details.

In both cases, you must ensure that in the Contract Details screen, the Role is also changed to Do not include in Statutory Returns.
Do I issue a Contract or a Service Agreement?

Members of staff directly employed by your school should have a Contract, regardless of whether this is temporary, permanent, fixed term, part-time, full-time or term time only.

Someone employed by a third party but working regularly in your school (for example, an agency supply teacher working every week for a couple of days throughout the term) should have a service agreement.

Any ad hoc supply teachers working on SWF Census Day are entered in the SWF census itself in the **Agency / Third Party Support staff** panel.