



LIFE Education Trust

Flexible Working Statement

As a Trust we recognise that flexible working can offer significant benefits for our staff.

Employers have certain legal obligations which enable their employee to make requests for permanent changes. The circumstances in which these requests can be made and the processes we will follow are identified in our Flexible Working Policy.

At LIFE we want to express our intention that, wherever possible, we will accommodate both these legal permanent changes and temporary changes to working patterns to allow all our staff to work in ways which enables them to flourish, succeed and be effective at work whilst maintaining a healthy balance between their work and the rest of their lives.

Job sharing

We will explore ways in which staff both temporarily and permanently can share the responsibilities, advantages and benefits that come from sharing a job. We are proud to be responsible for the only secondary school in Havering which has Joint Headteachers.

Working from home

We believe that the circumstances in which we have been forced to work during the recent months have made it clear that it is more possible and beneficial to do some or all of our work from home or a remote location than many of us expected. We will explore with all our staff regardless of their roles ways in which they can regularly benefit from remote working.

Part time

Where staff wish to reduce their working hours either permanently or temporarily, we will welcome their suggestions and try to support wherever it is possible.

Compressed hours

We will consider all requests for compressed hours weighing up the benefit for the individual and the effect on both their colleagues and the school making sure that there will be no detriment or perceived unfairness.

Flexitime

As an organisation which runs schools for pupils, there will be certain core times which necessitate staff being on site. These will usually correspond to the school day. However, wherever possible for either a short time or permanently, we will seek to find working patterns which suit staff and enable them to support their families and home lives.

Annualised hours

Whilst our school terms are prescribed and will dictate certain patterns which staff will need to follow, we will seek to enable staff to work their hours in ways which work for them and for us, supporting flexibility to benefit both their current situation and our needs.

Staggered hours

We do not believe that every role will need to begin or end at the same time. Where possible we will seek to enable start and end times to the working day which allow staff to maintain a work life balance which suits them without being to the detriment of the Trust. One off situations, for example where a member of staff seeks to come in late for a justifiable reason and then work the requisite hours later in the same day, will generally be considered sympathetically.

Phased retirement

We recognise that retirement is a personal choice. For many people it can have elements that are daunting as well as being attractive. For that reason, we will support our staff to transition into retirement in ways which they request wherever possible. This may include supporting their request to reduce their hours, reduce their workload or relinquish any responsibilities they have held.