

## **Should school administrators be given written contracts and terms and conditions of employment?**

A debate arose recently among administrators on the Cert. Ed Admin course concerning contracts, and whether everyone should have one. It seemed to be quite a point of debate so I thought it might be helpful to provide this information.

Here is the formal detail:

- **Employment Rights Act 1996 Chapter 18 Section 1 - Right to statements of employment particulars**

This states that by law each employee must have a written statement of employment particulars e.g. holidays, rates of pay, location of work, hours, days etc. This must be issued within 2 months of employment.

If this has not been done then the employee may request one and they must be given one to satisfy the Employment Rights Act.

If the employer refuses to do so then employee will be awarded 2 weeks pay if it is taken to a employment law tribunal.

Subsequent verbal and implied contracts are also binding and can be taken into account.

<http://www.opsi.gov.uk/acts/acts1996/96018--a.htm#1>

- *There is also some information on the DTI site*

<http://www.dti.gov.uk/employment/employment-legislation/employment-contracts/index.html>

- *I also find this site easy to use as it keeps things simple – Citizens' Advice Bureau*

<http://www.adviceguide.org/index/life/employment>

If you have got any particular issues yourself with this, by all means drop a line to the group - either myself or another group member might be able to help sort it out. Also I would recommend the union PAAtT which works in co-operation with the School of Educational Administrators.

<http://www.pat.org.uk/index.cfm?param=content/PAAtT.htm>

Tony Attwood  
May 2006