

Key Information Document

Date of Review	15/09/2025
Next Review Date	15/09/2026
Review Cycle	At least annually
Policy Author	Roger Blundell

Key Information Document

For Temporary Work Seekers

Name of Work Seeker: [Candidate's Full Name]

Name of Employment Business: educationRnR

Date of Issue: [Date]

1. General Information

Type of Contract:

This is a Contract for Services, meaning the Candidate is engaged as a self-employed individual and not as an employee of educationRnR.

Who will be responsible for paying you:

educationRnR will pay the Candidate for all verified work completed during assignments.

Location of Work:

The Candidate will be informed of the specific location for each assignment. Assignments may be based at schools, academies or other educational institutions.

2. Pay Details

Pay Rate:

[Specify the pay rate, e.g., £XX per hour/day/week]. This will be confirmed in writing before the start of each assignment.

Holiday Pay:

Holiday pay will be calculated at 12.07% of the Candidate's gross pay for hours worked and will already be included in the agreed rates of pay.

Payment Frequency:

Payment will be made weekly, subject to receipt of approved timesheets or other documentation verifying hours worked.

Deductions from Pay:

Deductions for tax and National Insurance contributions will be made where applicable. The Candidate will be provided with a payslip detailing these deductions.

Pay Between Assignments:

The Candidate will not accrue pay between assignments.

3. Assignment Details

Working Hours:

Hours of work will be specified for each assignment. These may vary depending on the needs of the institution.

Duties and Responsibilities:

The Candidate's duties will be detailed in the assignment briefing provided before commencement.

4. Key Rights and Obligations

Candidate Responsibilities:

- Provide accurate and updated documentation, including proof of right to work and safeguarding certificates (e.g., DBS check).
- Ensure professional conduct and adhere to the institution's policies and procedures.
- You must comply with Keeping Children Safe in Education (KCSIE) and the safeguarding policies of each institution where you are placed.

Agency Responsibilities:

- Provide details of assignments, including pay rate, location and responsibilities.
- Ensure compliance with safeguarding guidelines and other legal requirements.
- We will provide you with information about any health and safety risks identified by the client relating to your assignment.
- educationRnR is accredited under APSCo's Compliance+ standards and is committed to the highest levels of safeguarding and safer recruitment.

5. Complaints and Queries

If you have any questions, concerns or wish to raise a complaint, please contact educationRnR at:

Email: romilly@educationRnR.com

This Key Information Document is issued in accordance with the Conduct of Employment Agencies and Employment Businesses Regulations 2003.

Acknowledgment

I, [Candidate's Full Name], acknowledge receipt of this Key Information Document and confirm that I understand the information provided.

Candidate Signature: _____

Date: _____

Issued by educationRnR

Representative Signature: _____

Date: XXX _____

