



Northfields
INFANTS & NURSERY SCHOOL

Flexible Working Policy (Draft)

Date agreed by staff:	April 2024
Date agreed by governors:	TBC
Date to be reviewed:	April 2026

*'Nurturing and inspiring our
learners to reach for the stars'*

Introduction

Northfields Infants and Nursery School aims to be an employer of choice and recognises the crucial role that flexible working plays in attracting, retaining, and rewarding teachers, support staff, and multi-disciplined staff.

There are various reasons why an employee may seek flexible working, including to accommodate caring responsibilities, support wellbeing, or pursue hobbies and voluntary activities. We acknowledge the positive impact of flexible working on recruitment and retention, wellbeing, productivity, inclusivity, and pupil outcomes.

As an employer, we encourage and support flexible working opportunities and are committed to considering each request on a case-by-case basis to ensure the best outcomes for both staff and pupils.

Guiding Principles Underpinning This Policy

At Northfields Infants and Nursery School, we adhere to the following principles regarding flexible working:

Pupil Outcomes and Support: Flexible working requests will be considered while ensuring that the support provided to our pupils remains a top priority.

- **Leadership Commitment:** Our leadership team and governing body are dedicated to embracing and supporting flexible working, aligning with the school's values and objectives.
- **Trust and Fairness:** We promote open conversations about flexible working and ensure fair treatment for all staff, regardless of their working arrangements.
- **Whole-School Approach:** We adopt a proactive approach to flexible working that benefits the entire school community and prevents any negative impacts on other staff members.
- **Flexible Hiring and Progression:** We specify available flexible working arrangements in job adverts and support flexible working at all levels and stages of a career.
- **Inclusion and Fair Treatment:** We ensure that staff working flexibly are fully integrated into the staff community and receive fair treatment in terms of duties and responsibilities.

Types of Flexible Working

Flexible working arrangements at Northfields Infants and Nursery School include:

- Part-time working
- Job share
- Phased retirement
- Varied hours (staggered, compressed, annualised)
- In-year flexibility (personal or family days, lieu time, home or remote working)

Employees may request one or multiple flexible working arrangements, tailored to their personal circumstances and role requirements.

How We Encourage Conversations About Flexible Working

At Northfields Infants and Nursery School, we encourage open discussions about flexible working through:

- Ongoing conversations about formal and informal flexible working options.
- Annual invitations from the headteacher for staff to discuss their working patterns.
- Inclusion of flexible working discussions in annual objective-setting conversations.

Requesting Flexible Working

Formal applications for flexible working should be made in writing to the Headteacher and include details such as the desired working pattern, proposed start date, and any previous requests made.

Considering a Request and Communicating the Outcome

Requests for flexible working will be considered promptly and fairly. Meetings may be arranged to discuss the request further, and decisions will be communicated in writing within a reasonable timeframe.

Trialling a New Arrangement

Agreements for new working patterns may include trial periods to assess suitability, with outcomes confirmed in writing at the end of the trial.

Right to Appeal

Employees have the right to appeal the outcome of a flexible working request, with appeals handled impartially and decisions communicated in writing within an agreed timeframe.

Review and Monitoring

This policy will be regularly reviewed to ensure consistency, fairness, and compliance with legislation, with input from staff, trade unions, and equality impact assessments.

This policy reflects Northfields Infants and Nursery School's commitment to supporting flexible working arrangements that benefit both staff and pupils.

April 2024