



Crown
Commercial
Service



People

Supply teachers and temporary staff in educational establishments

safeguarding
& background
checks

no costly
temp to
perm fees

local
suppliers

transparency
of costs

managed
service
options

advice
& support





The Crown Commercial Service (CCS) supply teachers and temporary staff deal is sponsored by the Department for Education. It has been developed to help you recruit all the temporary and fixed term teaching and non-teaching staff you might need - compliantly and cost-effectively.

Who can use this deal?

The deal is available across the whole of the UK to:

- schools
- colleges
- academies
- trusts
- nurseries
- pupil referral units
- children centres
- further education institutions

(please note: it is not available to independent (for-profit) schools but is available to charities/non-profit schools).

What roles can you recruit?

You can recruit all roles in education on a temporary or fixed term basis including:

- qualified supply teachers (SEN and non-SEN*)
- unqualified teachers (SEN and non-SEN*)
- educational support staff e.g. cover supervisors and teaching assistants
- headteachers
- senior leaders
- administrative and clerical, IT, finance, estates and maintenance, cleaning staff and more.

*SEN - special educational needs

Why choose this deal?

- **safeguarding standards:** you need to know that robust background checks have been carried out to the highest standards
 - the deal gives you access to audited and accredited agencies who comply with the best safeguarding standards in education recruitment, aligned to the Department for Education's Keeping Children Safe in Education guidance.
- **no costly temp to perm fees:** you want to be able to take staff on permanently without an expensive finder's fee
 - once a worker has been in place for 12 working weeks or more, suppliers will not charge a temp-to-perm fee (also known as finder's fee) provided you give them 4 working weeks' notice.
- **local suppliers:** you need an easy way to find audited, accredited agencies in your area
 - our agency selection tool will help you do just that. Based on the location of your school it will show you the suppliers closest to you that can meet your needs.
- **transparency of costs:** you need to know exactly what you are paying
 - our deal gives you the clarity you need on agency fees by showing you the mark-up each supplier will charge so you can be confident you are choosing the most cost-effective option.
- **peace of mind:** you need to know you are making compliant buying decisions:
 - standardised terms and conditions and code of conduct provide assurance and consistency
 - this deal is fully compliant with EU procurement legislation
 - our dedicated framework team are on hand to offer provide help and advice.

How to access the deal

There are three service options you can choose from:

- 1. preferred supplier list (lot 1)**
- 2. master vendor managed service (lot 2)**
- 3. neutral vendor managed service (lot 3)**

Preferred supplier list

This is supported by an agency selection tool to help you find suitable suppliers in your area.

You will need to know the type of worker and length of assignment you need. You can then contact suitable suppliers directly.

When you have chosen a supplier, simply sign an order form and send it to them. You only have to do this once per supplier. There is no limit to the number of suppliers you can use.

To request a copy of the agency selection tool please email supplyteachers@crowcommercial.gov.uk

Master vendor managed service

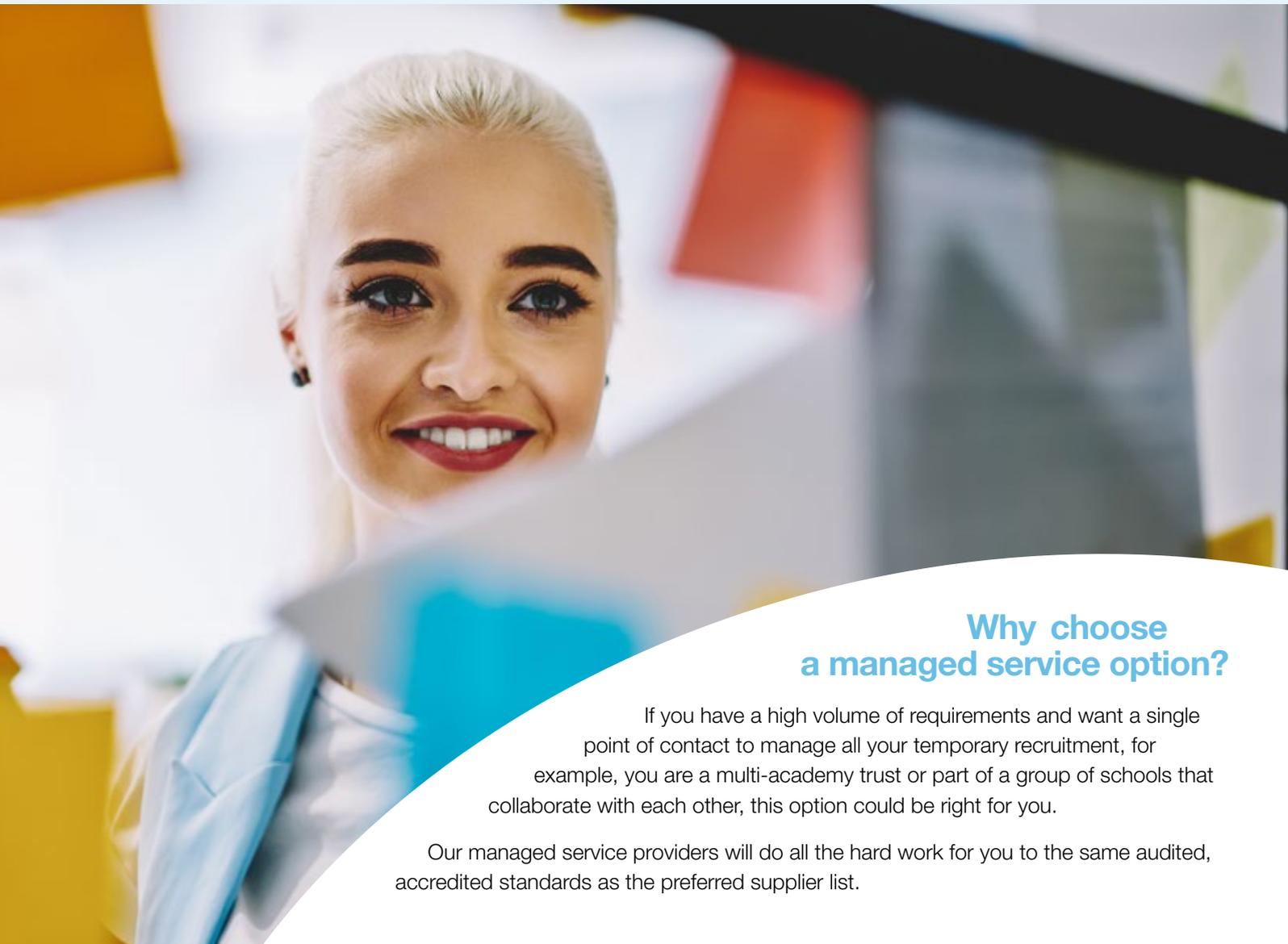
Master vendors provide workers either directly from their own resource pool or from other suppliers in their approved supply chain. If you choose a master vendor, they will supply whatever candidates they can, and where they can't, they will find other suppliers who can.

As there are several suppliers available on the deal you will need to run a further competition to select the supplier that's right for you, and we can help you with this process.

Neutral vendor managed service

A neutral vendor contracts with other suppliers to fulfil your requirements, but doesn't provide candidates of their own. There is one neutral vendor managed service provider on the deal so you can contact them directly to sign an order form.

For copies of the order forms, guidance on running a further competition and supplier contact details please visit: <https://ccs-agreements.cabinetoffice.gov.uk/contracts/rm3826>



Why choose a managed service option?

If you have a high volume of requirements and want a single point of contact to manage all your temporary recruitment, for example, you are a multi-academy trust or part of a group of schools that collaborate with each other, this option could be right for you.

Our managed service providers will do all the hard work for you to the same audited, accredited standards as the preferred supplier list.



About CCS

We're the UK's biggest public procurement organisation. We're an executive agency of the Cabinet Office and work closely with the Department for Education.

You can use our commercial solutions free of charge, and we'll help you achieve best value by leveraging our commercial expertise and national buying power.

We help our customers find the right commercial solutions for over £12 billion of spend each year. So, why not join the growing number of CCS customers making great savings?

Learn more

For further advice and guidance:



info@crowncommercial.gov.uk



0345 410 2222



<https://ccs-agreements.cabinetoffice.gov.uk/contracts/rm3826>



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