

## Single Status Update – October 2012

**Contact** – A Significant amount of contact between the single status team, schools and staff is happening on a daily basis and progress is being made.

Please continue to send queries/correspondence to the single status email address:  
[Singlestatus.schools@walthamforest.gov.uk](mailto:Singlestatus.schools@walthamforest.gov.uk).

### **Updated Contact Details -**

HR Assistant contact details: Kehinde Ayorinde, 020 8496 8209

**Outstanding Queries** –All email queries received up to 24<sup>th</sup> August 2012 have been looked at and the necessary action has been taken.

**Outstanding Confirmation of Evaluations letters** – We are working our way through our records to identify posts which have gone through the evaluation process where letters to staff have not been sent or an allocation has not been made. We have been and will continue to contact schools on a daily basis to request information and confirm details before letters are sent out. To date we have sent out approximately 80 letters.

**Additional Roles** – We have come across a few additional roles which will need to go through the process within the next five months. So far these are Play Assistant, Play leader, Play worker posts as well as a few individual unique roles.

**SSO's** – JD's have been sent to schools along with requests to allocate their staff, still waiting on some schools to respond. In addition to the two schools we are aware of another 4 schools so far have said that they are unable to match their SSO's to any of the Level's 1-5 and have shown interest in the Level 1a JD which is in process at the moment. Letters have started to go out and will continue to do so as and when schools respond.

**RSSO's** - The JD's and Residential addendum has been sent to the relevant schools asking them to allocate their staff. We are still waiting on some schools to respond. Letters will start to go out once we receive information from our legal team.

**Signing Sessions** – 2 Signing sessions have successfully taken place, a further 12 still to complete. (For dates and venue information please refer to the 'scheduled signing sessions' document sent to schools 18<sup>th</sup> September)