

Example HR Reports - Word Format in EPM Connect

EPM Connect Guide

Document Control

Document Overview: This document provides examples of Excel HR Reports available within EPM Connect.

Classification: Public

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Last Reviewed by: Keren Prior, Director of Operational Excellence

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Document Approval

The Director of Operational Excellence shall review this guide annually and shall determine whether any further changes need to be made prior to approval.

This document was approved by Keren Prior, Director of Operational Excellence on 9th April 2026 and is issued on a version-controlled basis under her signature.

Document History

Date of Change	N/A
Summary of Change	N/A
New Version Number	N/A
Changes to be notified to	N/A

Note: HR Reports are only available to HR Essentials and HR Partner customers.

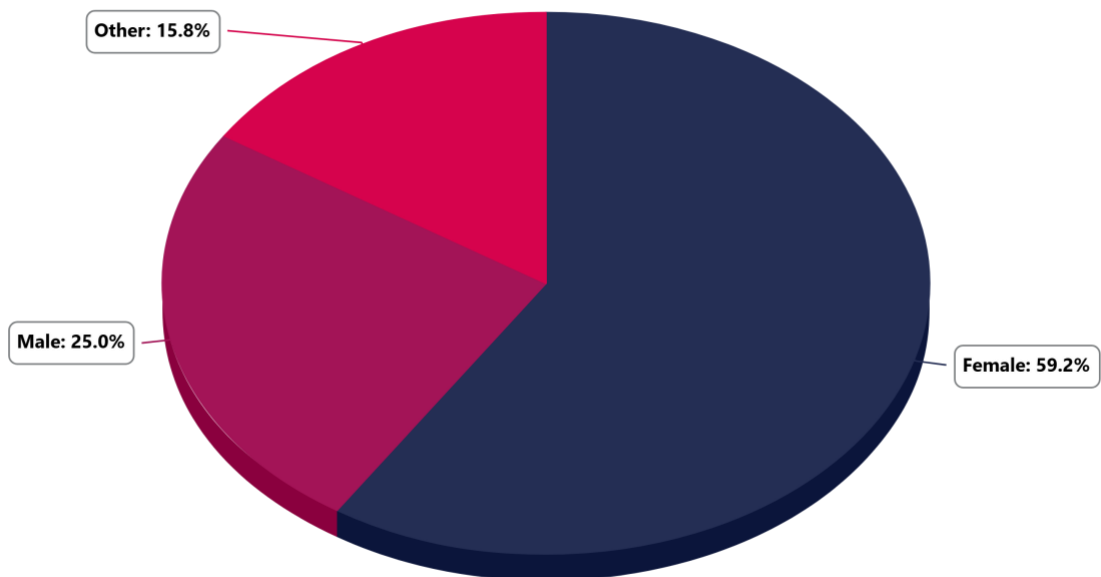
Gender Pay Gap Report

Gender Pay Gap Report

This document shows all required figures for Gender Pay Gap Reporting.

Employee Numbers

Total Number of Employees:	120
Number of Female Employees:	71
Number of Male Employees:	30



*The calculations in the rest of this report only include employees with salaries

Mean Gender Hourly Pay Gap

Mean Female Hourly Pay	£17.03
Mean Male Hourly Pay	£14.39
Mean Gender Hourly Pay Gap	-18.3%

Median Gender Hourly Pay Gap

Median Female Hourly Pay	£12.57
Median Male Hourly Pay	£12.30
Median Gender Hourly Pay Gap	-2.3%

Mean Gender Bonus Pay Gap

Mean Female Bonus Pay	£0
Mean Male Bonus Pay	£0
Mean Gender Bonus Pay Gap	0%

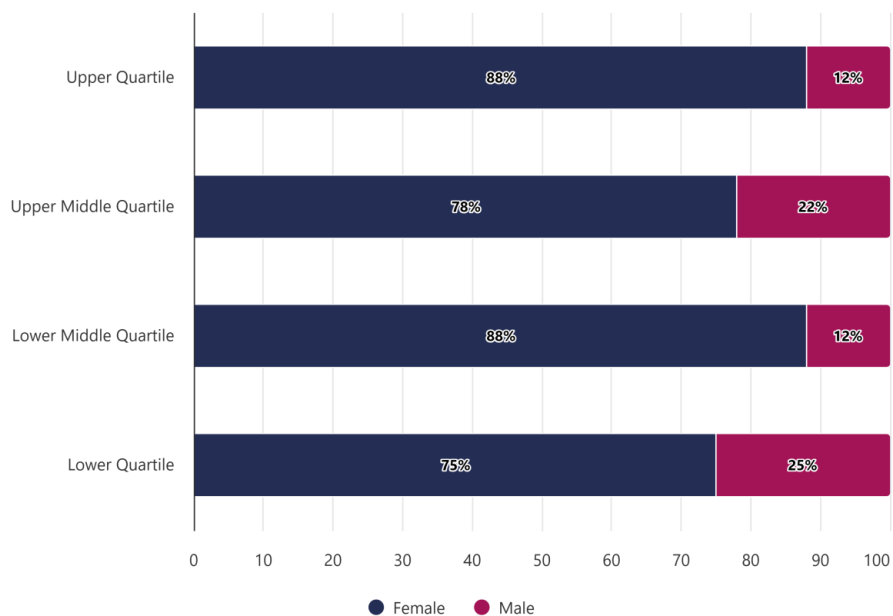
Median Gender Bonus Pay Gap

Median Female Bonus Pay	£0
Median Male Bonus Pay	£0
Median Gender Bonus Pay Gap	0%

Proportion of Females and Males receiving bonuses

Proportion of Females receiving bonuses	0%
Proportion of Males receiving bonuses	0%

Proportion of Females and Males in each quartile pay band



Equality and Diversity Report

Equality And Diversity Report

This document shows all required figures for Equality And Diversity Reporting.

Employee Numbers

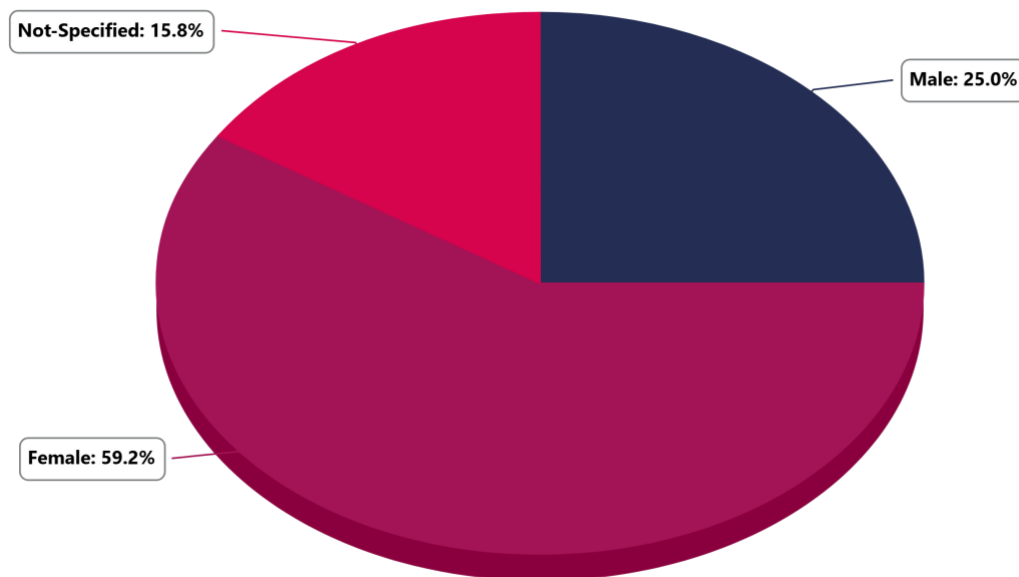
Total Number of Employees: 120

Employees By Gender Details

Number of Not-Specified Employees: 19

Number of Female Employees: 71

Number of Male Employees: 30

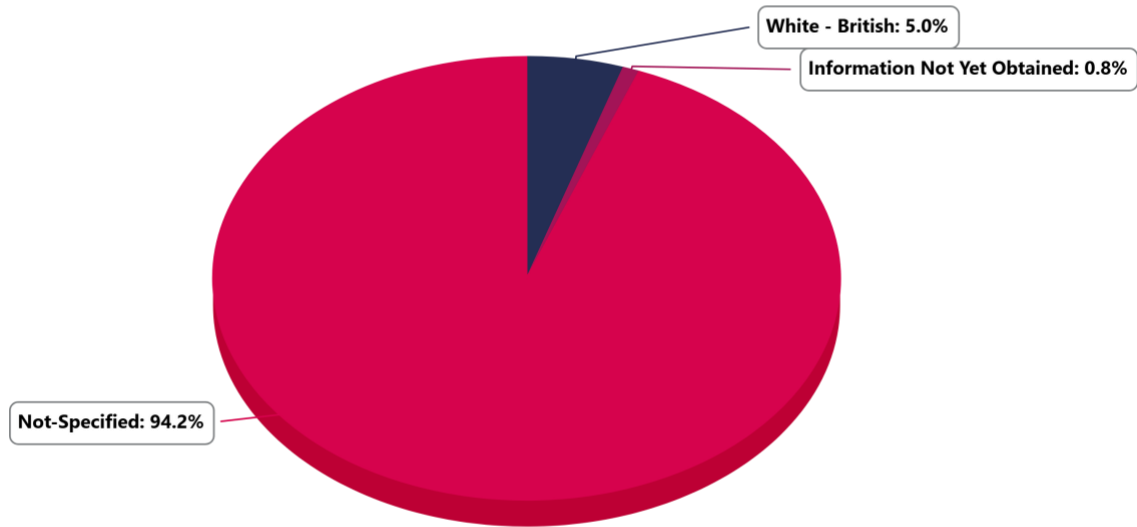


*The graph shows employees by gender as a percentage of total employees

Employees By Ethnicity Details

Number of Not-Specified Employees:	113
Number of Information Not Yet Obtained Employees:	1
Number of White - British Employees:	6

Employees By Ethnicity Graph

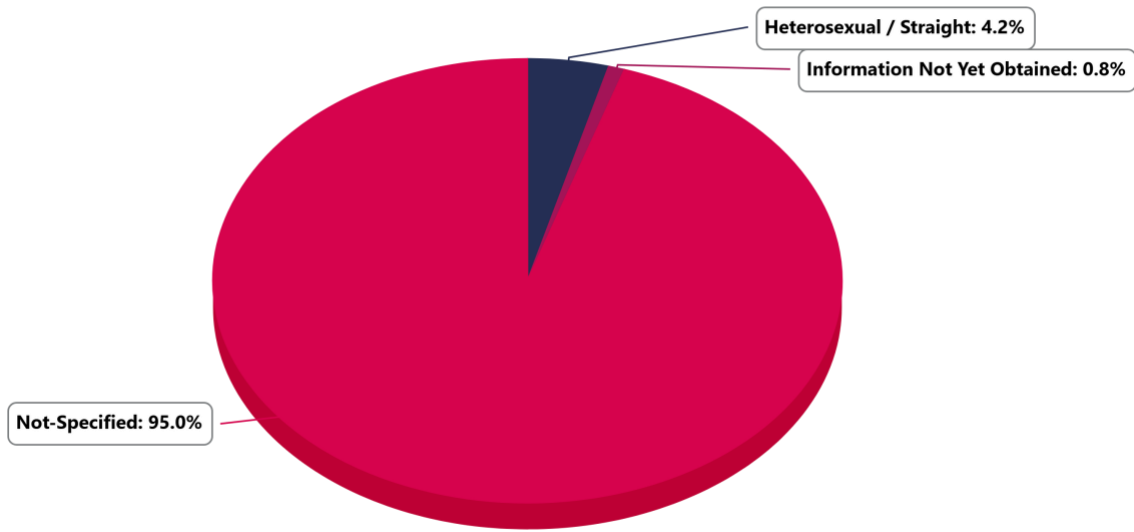


*The graph shows employees by ethnicity as a percentage of total employees

Employees By Sexual Orientation Details

Number of Not-Specified Employees:	114
Number of Heterosexual / Straight Employees:	5
Number of Information Not Yet Obtained Employees:	1

Employees By Sexual Orientation Graph

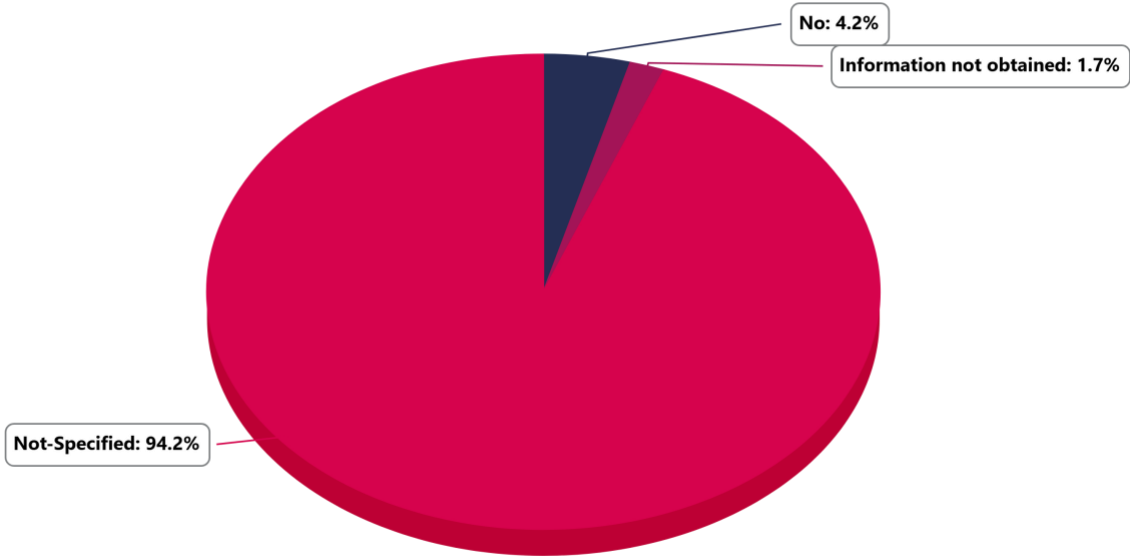


*The graph shows employees by sexual orientation as a percentage of total employees

Employees By Disability Details

Number of Not-Specified Employees:	113
Number of Information not obtained Employees:	2
Number of No Employees:	5

Employees By Disability Graph

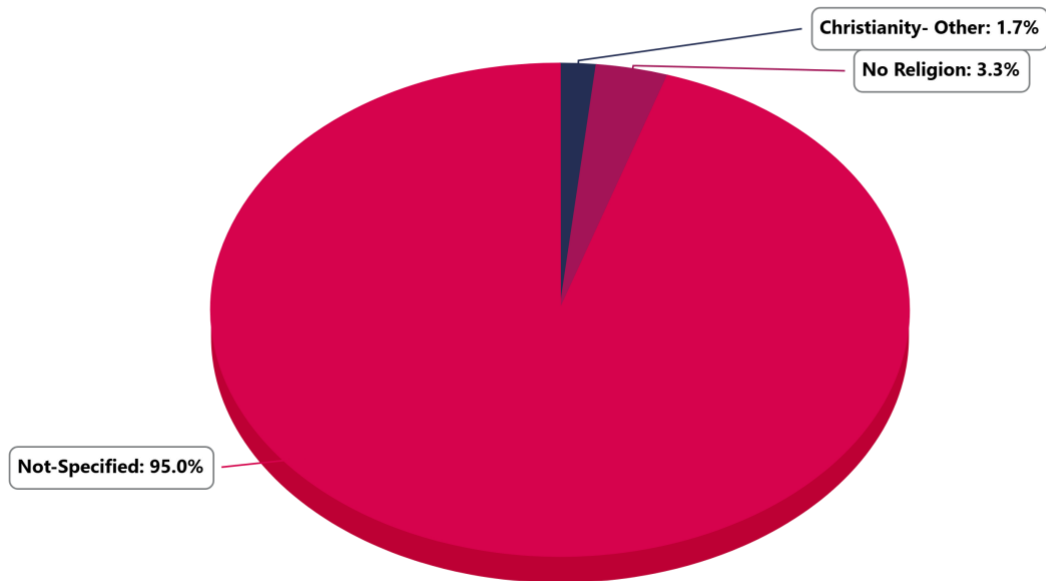


*The graph shows employees by disability as a percentage of total employees

Employees By Religion Details

Number of Not-Specified Employees:	114
Number of Christianity- Other Employees:	2
Number of No Religion Employees:	4

Employees By Religion Graph

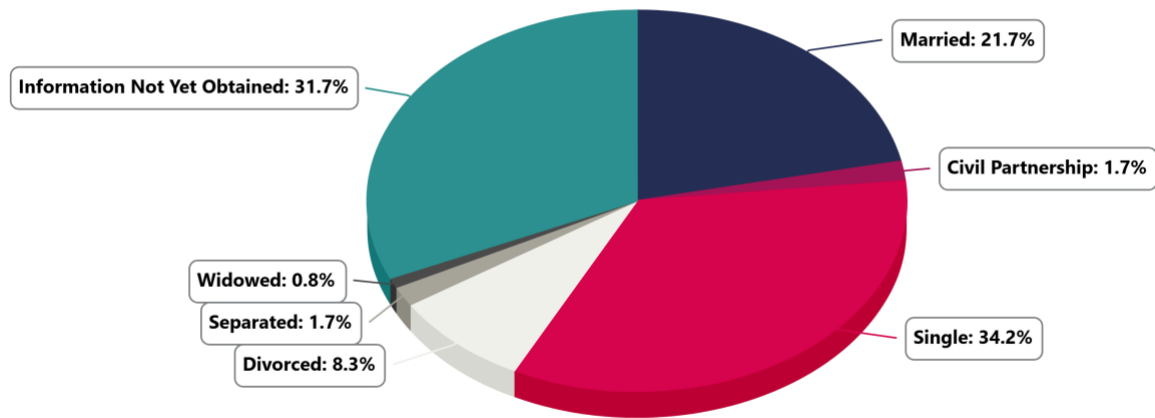


*The graph shows employees by religion as a percentage of total employees

Employees By Marital Status Details

Number of Civil Partnership Employees:	2
Number of Divorced Employees:	10
Number of Information Not Yet Obtained Employees:	38
Number of Married Employees:	26
Number of Separated Employees:	2
Number of Single Employees:	41
Number of Widowed Employees:	1

Employees By Marital Status Graph



*The graph shows employees by marital status as a percentage of total employees

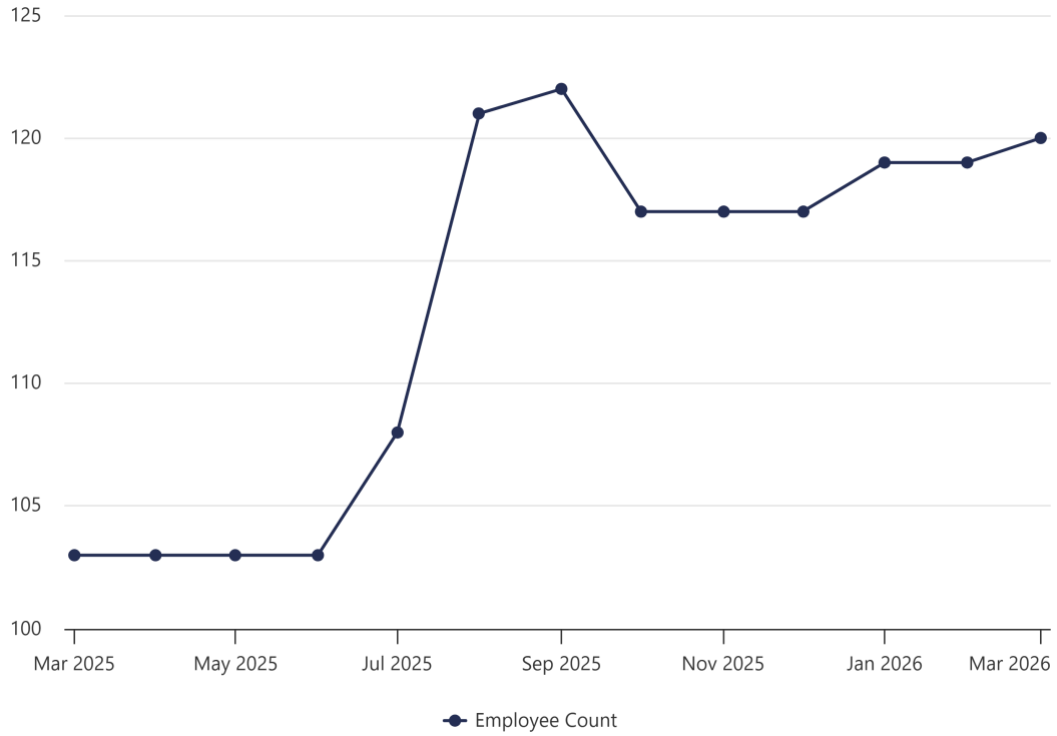
Employee Turnover

Employee Turnover

Employee Turnover Percentages

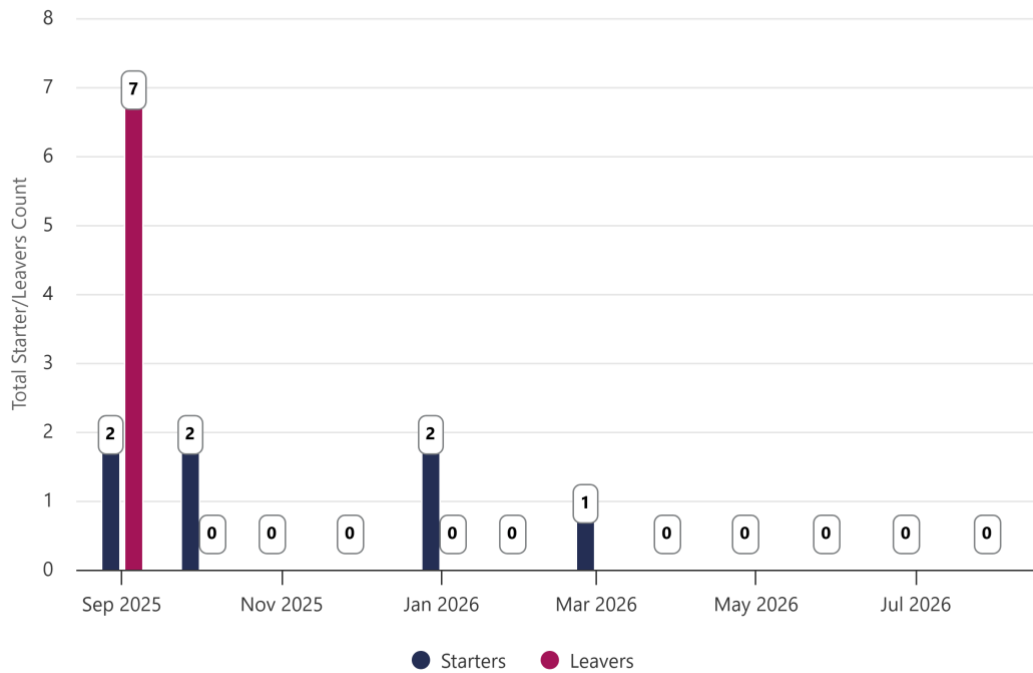
Turnover this Month: 4.65%.
Turnover this Academic Year So Far: 40.91%.
Turnover this Calendar Year So Far: 42.19%.

Employee Count



Employee Turnover

Employee Turnover Graph



Starters This Month

Employee Name	Start date	Role	Department
Wilkins Makate	05.3.26	Director of Finance	Admin

Leavers This Month

Employee Name	Start date	End date	Role	Department
Abbie Robinson	01.9.21	31.8.24	General Teaching Assistant	All Staff
Joe Manning	01.7.17	31.8.24	Class Teacher	All Staff
Luke Jennings	01.7.17	31.8.24	Higher Level Teaching Assistant	All Staff

Employee Turnover

Holidays by Department

This document displays department holidays per month within the holiday period

Holiday Period: Thursday, 1 January 2026 to Thursday, 31 December 2026

Department: All Staff

Employee	Job Role	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Remaining
Aimee Higgins	Class Teacher													0	0 Days
Alice Cooper	Teaching Assistant													0	0 Days
Anna Parry	Play Leader													0	0 Days
Anna Parry	Teaching Assistant													0	0 Days
Beth Robinson	Class Teacher													0	20 Days
Charlene Potter	Advanced Teaching Assistant													0	0 Days
Charlene Potter	Higher Level Teaching Assistant													0	0 Days
Cheryl Johnson	Class Teacher													0	0 Days
Dawn Moore	Class Teacher													0	0 Days
Dominic Elliott	Assistant Headteacher													0	0 Days
Eleanor Marmaduke	Class Teacher													0	0 Days
Eleanor Watkins	Teacher													0	0 Days
Francesca Crawford	Headteacher and School Improvement Lead													0	0 Days
Garry Walker	Advanced Teaching Assistant													0	0 Days
Garry Walker	Midday Supervisory Assistant													0	0 Days
Garry Walker	Playworker													0	0 Days
Georgina Lawson	Administrative Assistant													0	0 Days

Employee	Job Role	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Remaining
Georgina Lawson	Midday Supervisory Assistant													0	0 Days
Georgina Poole	Advanced Teaching Assistant													0	0 Days
Georgina Watson	General Teaching Assistant													0	25 Days
Georgina Watson	Playworker													0	0 Days
Jasmine Chapman	Class Teacher													0	0 Days
Judith Tucker	Midday Supervisory Assistant													0	0 Days
Judith Wood	Class Teacher													0	0 Days
Judith Wood	KS1 Maternity cover													0	0 Days
Judith Wood	Maternity cover													0	0 Days
Judith Wood	Maternity cover teacher													0	0 Days
Kate Clarke	Class Teacher													0	0 Days
Katherine Franklin	Senior Advanced Teaching Assistant													0	0 Days
Kathryn Begum	Head's PA													0	0 Days
Kathryn Begum	Midday Supervisor													0	0 Days
Katie White	General Teaching Assistant													0	0 Days
Kim Patel	Teacher													0	0 Days
Louise Wheeler	General Teaching Assistant													0	0 Days
Lynda Wilson	Teaching Assistant													0	0 Days
Lynne Allen	Higher Level Teaching Assistant													0	0 Days
Lynne Allen	Midday Supervisor													0	0 Days
Lynne Allen	Teaching Assistant													0	2 Days
Michelle Miles	Advanced Teaching Assistant													0	0 Days

Employee	Job Role	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Remaining
Michelle Miles	Midday Supervisor													0	0 Days
Molly Hughes	Teaching Assistant													0	0 Days
Natasha Williamson	Deputy Headteacher													0	0 Days
Raymond Edwards	Playworker													0	0 Days
Raymond Edwards	Teacher of Art													0	0 Days
Raymond Edwards	Teaching Assistant													0	0 Days
Ricky Walsh	Class Teacher													0	0 Days
Samuel Holloway	General Teaching Assistant													0	0 Days
Sandra Riley	Class Teacher													0	0 Days
Saun Cooper	Class Teacher													0	0 Days
Sian Patel	General Teaching Assistant													0	0 Days
Susan Coleman	Advanced Teaching Assistant													0	0 Days
Susan Coleman	Higher Learning Teaching Assistant													0	0 Days
Susan Coleman	Midday Supervisor													0	0 Days
Tina Hewitt	Advanced Teaching Assistant													0	0 Days
Wendy Preston	General Teaching Assistant													0	0 Days
Yvonne Reed	Teaching Assistant (F928403, overlaps with F188469)													0	0 Days
Zoe Bell	Teaching Assistant SEN													0	0 Days
Total															

Department: Key Stage 1

Employee	Job Role	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Remaining
Alice Andrews	Class Teacher													0	0 Days
Brenda Parsons	Teacher													0	0 Days
Jessica Cooper	Class Teacher													0	0 Days
John Collins	Class Teacher													0	0 Days
Judith Wood	KS1 Maternity cover													0	0 Days
Judith Wood	KS1 Maternity Cover													0	0 Days
Judith Wood	KS1 Teacher													0	0 Days
Kate Clarke	Teacher													0	0 Days
Priya Kapoor	Class Teacher													0	0 Days
Priya Kapoor	Teacher													0	0 Days
Tim Lee	Class Teacher													0	0 Days
Total															

Department: Support Staff

Employee	Job Role	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Remaining
Alice Cooper	HR Manager													0	0 Days
Kate Clarke	Midday Supervisor													0	0 Days
Zoe Bell	After School Club Support													0	0 Days
Total															

Department: Admin

Employee	Job Role	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Remaining
April Andrews	School Admin - View Only													0	0 Days
Gordon Hooper	Administrator													0	0 Days
Wilkins Makate	Director of Finance													0	0 Days
Total															

Department: Senior Leadership Team

Employee	Job Role	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Remaining
David Test	Business Manager FT TTO													0	0 Days
Ella Jones	Headteacher													0	0 Days
George Owen	School Business Manager													0	0 Days
Lauren Laverne	HR Manager													0	0 Days
Lauren Parkes	HR Manager													0	26 Days
Total															

Department: Teaching Assistants

Employee	Job Role	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Remaining
Jane Smith	HLTA													0	0 Days
Lyla Adams	HLTA													0	0 Days
Tim Lee	HLTA													0	0 Days
Total															

Department: Key Stage 2

Employee	Job Role	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Remaining
Judith Wood	Teacher													0	0 Days
Meredith Christie	Class Teacher													0	0 Days
Total															

Department: EYFS - Early Years Foundation Stage

Employee	Job Role	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Remaining
Judith Wood	Teacher													0	0 Days
Judith Wood	Teacher (June 2024)													0	0 Days
Total															