

# AUTOMATION PROJECT

EXAMPLE

**Project Name:** Automating Staff Onboarding and Pre-Employment Compliance

**Project Manager:** AI Apprentice

**Project Date:** Summer Term

## Project Overview

This project streamlines recruitment-to-start workflows by automating documentation requests, safeguarding checks tracking and induction communications. It reduces delays and improves consistency in safer recruitment processes.

## Scope

- Review current HR onboarding steps
- Automate DBS and reference tracking alerts
- Build compliance dashboard
- Implement secure document storage process
- Deliver staff guidance on new workflow

## Success Metrics

- Estimated 40+ hours annual time saved
- Reduction in onboarding delays
- Improved compliance visibility
- Reduced manual follow-up emails
- Clear safeguarding audit trail

## Objectives

- Map end-to-end onboarding workflow
- Automate document collection reminders
- Introduce centralised compliance tracking
- Standardise induction communications
- Improve visibility of pre-employment checks

## Key Stakeholders

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> HR Officer    | <input checked="" type="checkbox"/> Safeguarding Lead       |
| <input checked="" type="checkbox"/> Line Managers | <input checked="" type="checkbox"/> School Business Manager |

## Target Audience

HR and school leadership teams responsible for safer recruitment.

## Project Outcome

- ✓ Improved statutory compliance monitoring
- ✓ Reduced risk of missed deadlines
- ✓ Measurable administrative time savings
- ✓ Strengthened inspection readiness