JOB DESCRIPTION – PERSONNEL OFFICER

Personnel Records

Ensure DBS checks and the single record of employment is kept up to date for all staff in line with the latest guidelines.

Maintain personnel files for all staff and ensure that the SIMS Personnel database is kept up to date.

Provide accurate management information as and when required.

Ensure appropriate returns are submitted by the required deadlines to the relevant agencies.

Ensure compliance with the Data Protection and the Freedom of Information Acts for all staff records.

Production of all personnel correspondence.

Payroll Administration (SAP)

Complete payroll returns for submission to the County Treasurer’s Payroll Section

Complete other payroll returns as required by other authorised agencies

Advise Staff, Headteacher, Senior Leadership and Governors on payroll and conditions of service matters, liaising with the Country Treasurers and other relevant bodies as appropriate.

Ensure that payroll records are up to date and accurate

Check payroll variations each month and ensure anomalies are rectified

Produce the annual staff salary statements.

Absence Management

Ensure the school’s policies on absence control and authorised leave of absence are maintained and annually reviewed with the governing body.

Maintain absence records for internal and payroll purposes and DfE returns.

Co-ordinate Return to Work interviews for all staff and monitor those carried out by line managers.
Create termly absence monitoring statistics for intermittent absence and carry out initial review meetings with those that hit the specified triggers.

Advise senior leaders on the procedure for long-term absence management.

Refer staff to Occupational Health/Employee Welfare where necessary.

Provide advice and guidance to staff and school leaders on strategies to reduce absenteeism.

Produce absence report for governors.

Provide advice and guidance on request for non-sickness absence, ensuring limits for paid absence is adhered to.

Co-ordinate implementation of reasonable adjustments as recommended by Occupational Health.

Provide support for SIMS Cover when the Cover Manager is unavailable.

**Performance Management**

Support the Headteacher to ensure that the policy and procedures for staff conditions of service reflect the performance management requirements and pay progression needs for all staff as appropriate.

Co-ordinate and ensure that staff performance management reviews are undertaken by the appropriate line managers and suitable records are maintained.

Ensure all lesson observations are recorded on our lesson observation database each term and follow up when required.

Ensure that all performance management reviewers are briefed on their responsibilities.

Ensure the school Bursar is provided with any financial costs linked to PM needs.

**Recruitment**

Ensure the school’s policies on recruitment and selection and safeguarding of children are kept up to date and reviewed with the governing body.

Administer the arrangements for all staff appointments, including drafting job descriptions and person specifications, drafting advertisement copy, compiling application packs, organising interviews, arranging pre-employment checks, ensuring adherence to Safer Recruitment guidelines, and issuing letters of employment and employment information to staff and/or the Local Authority as required.
Working with the Assistant Headteacher, organise the Induction programmes for new staff.

**Casework**

Assist the Headteacher on any matters relating to the policies for capability procedures and disciplinary procedures for school staff.

Advise senior leaders on case work involving disciplinary, grievance and harassment, etc.

**Continuing Professional Development**

Working alongside the Assistant Headteacher, implement and monitor the school’s CPD needs and ensure that the links between the school improvement plan and performance management are maintained.

Maintain a library of CPD opportunities for all staff and provide advice and guidance on suitable opportunities.

Ensure that the CPD needs of all staff are logged.

Identify common needs and liaise with the Assistant Headteacher to meet staff needs through in-house training activities where appropriate.

Monitor induction periods for support staff and take appropriate action if further support is needed.

**Co-ordinate the administration of NQT and ITT programmes**

To co-ordinate Investors in People and monitor the current standards and provide evidence of best practice to Assessors as required.

**Staff Handbook**

Manage the production and updating of the school and support staff handbook and ensure distribution to staff in the school.

**PERSON SPECIFICATION**

The successful candidate is likely to have the following attributes:

- Experience of operating personnel systems
- Appropriate IT skills
- Ability to communicate at all levels with students, staff, parents and contacts in the community
- Ability to work pro-actively and use own initiative
- To be well organised
Essential Technical Skills
• Sound knowledge of all MS Office applications
• A working knowledge of personnel systems

In addition the following is desirable
• Knowledge and/or experience of the DBS process
• Knowledge and/or experience of SAP and SIMS

Personal Qualities
• Ability to maintain confidentiality
• Energy, enthusiasm and a commitment to the learning process
• Flexibility and a willingness to undertake a wide range of tasks
• A confident but welcoming manner when dealing with staff, students, parents and members of the public