



## **Job Description**

<b>Job Title:</b>	Personnel Officer
<b>School/Service:</b>	St Mary's & St John's CE School
<b>Reports to:</b>	School Business Manager
<b>Grade:</b>	Point 25
<b>Location:</b>	Middle School, Sunningfields Road, NW4 4QR
<b>Hours / Weeks:</b>	36 Hours per Week – Term Time + 2 weeks

### **Job Purpose:**

To be responsible for recruitment, appointment and administration of new staff, ensuring compliance with Safer Recruitment and Safeguarding Children policies.

In conjunction with the Business Manager, undertake personnel processes as required, to include processing personnel information to the school's HR portal and monitoring staff absences

### **Main Duties / Responsibilities:**

#### **Recruitment**

- Ensure the school's policies on Recruitment and Selection and Safeguarding of Children are kept up to date and reviewed by the Governing Body
- Administer the arrangements for all staff recruitment and appointments including: drafting job descriptions and person specifications, drafting and placing advertisements, compiling application packs, organising interviews, arranging pre-employment checks, references, ensuring adherence to Safer Recruitment Guidelines, issuing letters of appointment and employment information to staff as required
- Ensure that job descriptions and personal specifications are up to date and reflect the school's needs

#### **Personnel Records**

- Ensure DBS checks and the Single Central Record of Employment is kept up to date for all staff, in line with latest guidelines
- Maintain personal files for all staff and ensure that the SIMS Personnel database is updated with all new starters
- Provide accurate management information as and when required
- Ensure compliance with the latest Data Protection and the Freedom of Information Acts for all staff records

### **Absence Management**

- Ensure the school's policies on Staff Absence and Authorised Leave of Absence are maintained and annually reviewed with the governing body
- Arrange return to work interviews for staff with relevant line managers where necessary
- Create termly absence monitoring statistics using information from absence return records (SIMS) for intermittent absence and inform line managers of required review meetings with those that hit the specified triggers.

### **Payroll & HR administration**

- Input overtime and changes to personal details onto the outsourced HR portal monthly/as required prior to relevant cut-off dates
- Monitor probationary periods for support staff and ensure that probationary reviews are carried out at the correct time
- Collating and processing information for DBS checks prior to new staff starting
- Manage the completion of statutory documentation, e.g. for payroll, next of kin details, pecuniary interest, etc.
- Responsible for maintaining the school's Single Central Record in conjunction with the Business Manager Liaising with the Business support Officer/Office Manager and IT team to arrange the issue of security fobs, keys, identity badges, email and relevant computer access logons for all new starters.

### **Data & Administration**

- Assist with confidential staff records and the maintenance for the single central register, identity checks and other required information with due regard to Ofsted requirements for safeguarding children in education
- Updating SIMS database, as required
- Assist with the production of data/information to produce reports. Analyse and evaluate data/information and produce reports/information/data as required.
- To cover any other tasks commensurate with the grade and role.

### **General**

- To undertake any other reasonable duties as may be required from time to time that are within the level of the post on the direction of the Business Manager
- To assist the Business Manager in the management of projects relevant to the role
- To participate in the annual performance management process and training opportunities offered
- Undertaking required duties in line with the school ethos, during long term absence;
- To understand and comply with Equal Opportunities requirements.
- To uphold and comply with the statutory provision of the health & Safety at Work Act 1974 and any other relevant legislation or council Policies and Procedures relating to health and safety at work.