



**Name:**

**JOB DESCRIPTION**

**Personnel Assistant**

**Grade:**

KR6

**Employed for:**

**37** hrs per week, term time only + 4 weeks

**Hours:**

08.00 to 16.00 Mon-Thurs & 08.00-15.30 Fri

**Professional Relationships:**

**Responsible To:**

Executive Headteacher & BCAT Personnel Manager

**Responsible For:**

***Main purpose of the post***

- *To provide a confidential personnel service*
- *To act as an ambassador for the School*
- *To provide secretarial service to the School office as required*

**Knowledge, experience and training**

- *Considerable ICT skills, particularly Word, Excel and SIMS (desirable).*
- *Knowledge and experience of education and whole school procedures, organisation and structure so that work can be effectively prioritised.*
- *Experience of a busy and sometimes pressurised office environment.*
- *Knowledge of basic personnel procedures and protocols.*

**Personal Qualities**

- *Good interpersonal skills; the ability to communicate effectively with a variety of people and to assess and diffuse confrontational situations.*
- *Tact, discretion and a strong understanding of confidentiality.*
- *The ability to work under pressure and prioritise effectively.*
- *The ability to work as a member of a collaborative team.*
- *The capacity to remain calm and to cope with the unexpected.*
- *Excellent health and time keeping record.*
- *Good sense of humour.*
- *Self motivated.*

**Dimensions**

- *The post-holder provides an efficient and high calibre personnel service to The Charles Dickens School*

- *The post-holder has day-to-day responsibility for their own work rate and maintenance of high standards.*
- *The post is an essential part of the support services provided to the school*

### **Job context**

The Officer will work to the Executive Headteacher and the Trust Personnel Manager to ensure that all recruitment issues are legally binding, especially DBS. Due to the routine of schools, the workload may not be evenly spread throughout the year.

### **Supervision**

Direct supervision is minimal – organisation of own workload and priorities on a day-to-day basis using own initiative and knowledge of work. Weekly meetings with Trust Personnel Manager to review needs and priorities.

### **Main Areas of Responsibility**

| <b>Accountabilities</b> | <b>Indicative tasks/actions</b>   |
|-------------------------|---|
| Key Accountabilities    | <p>First point of contact for CDS staff with personnel queries</p> <p>Recruitment procedures, arranging interviews, requesting references checking NCTL database, , issue documentation to successful applicants, including appointment letters and contracts of employment.</p> <p>Maintain personnel files and records.</p> <p>Assist with “on the day” interview process, including booking rooms, generating itineraries and managing hospitality.</p> <p>Ensure all pre-recruitment checks are completed and the Single Central Record maintained in accordance with DfE guidelines.</p> <p>Carry out DBS checks for new employees/volunteers..</p> <p>Ensure school complies with legislation re "Prevention of Illegal Working" ensuring correct ID is obtained;</p> <p>Liaising with the UK Border Agency and Sponsorship System for overseas, non EU, workers.</p> |

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|   | <p>Ensure correct staff salaries payable implementing the paperwork for annual pay increases. Issue "variations of contract" letters in response to change of hours/terms and conditions/personal details.</p> <p>Knowledge and administration of contributions to the Local Government Pension Scheme, Ensure all support staff are kept up to date with any changes.</p> <p>Liaise with The Schools Personnel Service, raising and managing e-forms and discussing/resolving queries .</p> <p>Liaise with Teachers Pension Service.</p> <p>Complete any forms required by Government Agencies.</p> <p>Monitor all Staff absences including annual leave and sick leave.</p> <p>Liaise with Occupational Health.</p> <p>Coordinate exit interviews.</p> <p>Advise and manage the administration of maternity/paternity leave.</p> <p>Ensure the Staff Handbook is kept up to date with staffing information.</p> <p>Ensure SIMS Personnel is kept up to date with all personnel details to comply with requirements of School Workforce Census.</p> <p>Manage the annual School Workforce Census.</p> |
| Assist in general school activities, procedures and events and administrative duties as required in order to ensure the smooth running of such activities | Fire drills and evacuation tasks   |

**Staff Development:**

- To assess development and training needs and discuss with line manager.
- To set your own targets before any development activity and review and evaluate the activity after completion, cascading information to the appropriate team when relevant.
- To keep personal records of all staff development activities in which you are/have been involved.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Executive Headteacher and Head of School.

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and the Head of School the other.

Signed: ..... Date: .....