

**LAWRENCE SHERIFF SCHOOL**

**A National Teaching School**

**RUGBY**

**JOB DESCRIPTION**

**TITLE OF POST: PERSONNEL OFFICER**

**Line Manager:** PA to the Headteacher

**Salary Scale:** Scale 4 (Points 18 – 21, £18,870 FTE - £20,541 FTE) with possible progression to Scale 5 (Points 22 – 25, £21,074 - £23,111).

**Hours:** 37 hours per week - Monday to Friday 8.30am – 4.30pm, 42 weeks per year (term-time and training days, plus an additional 3 weeks during the school holiday periods)

**Post Objectives**

This post is based in the Personnel Department and provides a comprehensive HR service to the school. There are two posts in the department who work very closely together to ensure that all HR matters are dealt with efficiently and effectively. This job description covers the work of the whole department, but each officer will have their own areas on which to focus.

**Note: These are broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties.**

**Safeguarding and Confidentiality**

* Ensuring the safety and well-being of students. All staff are required to obtain an Enhanced Disclosure and Barring Service Check (DBS Check formerly known as CRB Check) on appointment and will undergo induction and child protection training, with regular updating.
* Maintaining confidentiality regarding matters relating to staff, students and other information related to the operation of the school.
* Adhere to all Health and Safety procedures in place both across the whole school and in relation to specific work areas to ensure the safety of everyone on the school site.
* Maintain awareness of Child Protection procedures.
* To be aware of and support difference and promote equal opportunities for all

**1 - Responsibilities**

**General**

* Acting as the first point of contact for personnel issues, particularly regarding salary queries, policies and procedures e.g. maternity, paternity, retirement.
* Advising the Senior Leadership Team regarding personnel policies and procedures.
* Maintaining and implementing internal documentation and liaising with Warwickshire County Council and external HR services as appropriate.
* Drafting, typing, photocopying and distributing general HR correspondence, information packs etc.
* Maintaining and implementing new documentation and systems as appropriate.
* Maintaining Staff Fire List report.
* Performance management reporting.
* Filing and shredding of paper records.
* The management of training requests (e.g. booking training requests, monitoring the training budget with the Finance department, processing evaluations and feeding back to the Senior Deputy Headteacher.)

**Staff Records**

* Maintaining electronic and paper personnel records.
* Maintaining contract and salary information.
* Liaising with Warwickshire County Council regarding appointments, promotions, resignations, salaries, adjustments to contracts, etc.,
* Producing staff data reports from SIMS as required (e.g. staff address lists, staff contract information, salary information).
* Producing annual staff data checking sheets for all staff and inputting changes to staff records as appropriate.
* Producing annual staff salary notification letters.
* Monitoring of staff absence, training and annual leave records.
* Recording and monitoring probation periods for new staff.
* Undertaking the annual DFE workforce census and other data reports, as required.
* Liaising with the school’s external HR advisors for procedural/policy advice.

**Recruitment**

* Writing and agreeing text of adverts with relevant members of staff.
* Placing adverts with local/national media, WCC and school website.
* Sending out application packs and responding to enquiries.
* Liaising with external recruitment agencies on externally led recruitment campaigns.
* Scheduling interview days:
* liaising with relevant members of staff,
* organising student council,
* booking interview rooms,
* collating lesson and task details,
* making appropriate catering arrangements,
* ensuring that any particular needs of interviewees are taken into account in scheduling interview days.
* Calling candidates for interview and obtaining references.
* Welcoming candidates to interview days, carrying out necessary ID checks and ensuring interview days run smoothly.
* Producing contract and appointment paperwork, retaining all paperwork on interview process for six months before arranging confidential disposal of records.
* Monitoring the recruitment of volunteers and ensuring associated DBS/reference checks are completed.
* Monitoring Equal Opportunities documentation.
* Checking Teaching Agency registration, completing/monitoring DBS clearances and assisting with the maintenance of the Single Central Record (safeguarding checks).
* Producing and maintaining the staff induction handbook and assisting with the staff induction programme.

**Teaching School**

* Working closely with the Teaching Schools Manager, Inviting candidates to interview and scheduling interview days for School Direct Teacher Training placements.
* Ensuring all required paperwork is completed correctly and documents evidenced ready to be submitted to the University.
* Producing induction packs for successful placement holders.

2 - To complete all tasks to the highest possible standard.

3 - To be punctual and discreet.

4 - To have the ability to work on own initiative.

5 - To report any issues or incidents to your appropriate supervisor.

6 - Any other duties that are within the spirit and the scope of the job purpose and its grading.

**The above list is not a definitive guide to the duties associated with the post. The postholder will have the opportunity to develop the role and take on new challenges, and is suitable for someone looking to develop their career within a busy school environment.**

Please note that this is a job description, not a contract, and may be reviewed from time to time with the Headteacher.

**PERSON SPECIFICATION – Personnel Officer**

**Qualifications, Training and Abilities**

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| --- | --- | --- | --- |
|  | **ESSENTIAL** | **DESIRABLE** | **Identified through:** **A – application form****I – interview****R – references** |
| **Qualifications** | A good general education, including English and Mathematics | Educated to A level standard or equivalent | A, I, R |
| RSA 2 Word Processing / typing or equivalent. | Other secretarial/office qualifications | A, I, R |
| CIPD/Personnel/HR qualifications |  | A, I, R |
| **Experience** | Working knowledge of Microsoft Office (being highly proficient in word processing, databases and spreadsheets) | Knowledge of SIMS packages | A, I |
| Highly proficient in mail merge. |  | A, I |
| Experience of working in a busy office to tight deadlines | Experience of working in a school office environment | A, I, R |
| Evidence of ability to create and maintain office systems. |  | A,I |
| **Skills and Aptitudes** | Ability to maintain confidentiality |  | I |
| Excellent organisational abilities and understanding of the personnel/HR operations |  | I |
| Ability to use initiative and prioritise effectively |  | I |
| Ability to communicated sensitively and tactfully with a range of people | Understanding of the issues facing schools | I |
| Ability to work calmly under pressure |  | I,R |
| Ability to work effectively as part of a team |  | A, I, R |
| A willingness to undertake appropriate training |  | A, I |
| **Personal Qualitites** | Discreet |  | A, I, R |
| Organised |  | A, I, R |
| Flexible |  | A, I, R |
|  | Confident |  | A, I, R |
| Accurate |  | A, I, R |