**Dormers Wells Learning Trust**

**Job Description**

**Post Held: Personnel Manager**

**General Duties**

To be responsible for managing the recruitment process across the trust.

**Personnel:**

1. Manage recruitment process across the trust including creating, reviewing, amending as required adverts, job descriptions, person specifications, application forms, candidate information.
2. Manage trust wide advertising packages.
3. Manage administration of interviews across the trust including liaison with Headteachers, and other trust wide staff in relation to shortlisting, letters, contact with applicants, packs, logistics etc.
4. Manage safer recruitment process across the trust including vetting and barring (DBS), references, right to work, identity, childcare disqualification, Section 128 and prohibition checks.
5. Manage appointment process across the trust including offer letters, contracts, meeting with candidates to complete required paperwork, payroll i.e. starter forms, HMRC, bank mandates
6. Manage information to staff across the trust including annual salary statements, pension banding letters, annual increment letters
7. Keep abreast of employment law, safer recruitment and safeguarding legislation and provide advice across the trust
8. Be responsible for and manage the Single Central Record across the trust ensuring updated as and when required and keeping up to date with LA, audit and DfE guidance (KCSIE).
9. Update pay scales and TLR payments across the trust in accordance with NJC, LA and STPCD and keep abreast of changes to pay, terms and conditions.
10. Ensure, trust, LA and DfE policy is adhered to and applied across the trust in regards to personnel matters.
11. To have an overview of staff absence across the trust and provide information/advice to Executive Headteacher, CFO and Headteacher as required.
12. To bring to the attention of the Executive Headteacher, CFO and Headteacher personnel matters as and when required including in regards to LOA, absence, contracts etc.
13. To ensure return to work interviews are carried out across the trust.
14. To provide DWHS with a monthly absence report.
15. To check payroll trust wide on a monthly basis.
16. To carry out trust wide OH referrals as and when required.
17. To manage trust wide variations to contract.
18. To manage personnel files including creating for new staff, update according to trust, LA, audit, DfE guidance.
19. Manage the administration of the TP and LGPS across the trust including uploading monthly reports, TR28’s, leaver and starter forms, arranging briefings when required, implementing changes and keeping staff abreast of changes to legislation.
20. To manage salary sacrifice schemes across the trust and ensure compliance with HMRC.
21. To manage trust wide the effective operation of all data based personnel systems ensuring SIMS is updated on a regular basis.
22. To manage the School Workforce Census across the trust.
23. Manage insurance claims across the trust ensuring they are made in a timely manner and that all required paperwork is collated.
24. Administer the maternity and paternity policy for all staff; ensure appropriate documentation is in place and to keep up to date with any changes to LA policy.
25. To maintain an up to date DWHS staff and form list.
26. Comply with GDPR across the trust on all aspects of personnel including databases, record keeping etc.
27. To review policies relating to personal matters on an annual basis.
28. To provide advice and training to trust wide staff as and when required.
29. To manage the process for streamlining policy and process across the trust and ensuring compliance with trust policy.

**Health and Safety:**

1. To lead on the health and safety in DWHS.
2. To have an overview of Health and safety across the trust to ensure compliance.
3. Arrange trust wide audits and to ensure actions highlighted are completed.
4. To chair the half-termly DWHS health and safety committee, take and distribute the agenda and minutes and ensure issues are dealt with in a timely manner.
5. Advise on health and safety and keep up to date with HSE, LA and DfE guidance.
6. To manage the annual review of risk assessments.
7. To organise training for all staff in identified areas.
8. Manage the reporting of accidents and investigations, where required, and report to the LA where appropriate.
9. To update and maintain the COSHH database and to liaise with school staff and the LA as required.
10. To create and develop internal COSHH procedures in line with LA and HSE guidance.
11. To keep abreast with guidance on CLEAPSS and update staff as and when required.
12. To advise the Headteacher on changes to legislation and actions required when appropriate.
13. To carry out risk assessments for new and expectant mothers and where appropriate other staff including lone workers, staff with ill health etc.
14. To review the health and safety policy on an annual basis.
15. Attend monthly FM meetings with regards to health and safety.
16. To be responsible for maintaining the lockdown policy, and keeping accurate records of the drill, feedback and action plan under the direction of Executive Headteacher.
17. To be responsible for maintaining the Critical Incident Manual including ensuring any updates and the annual review of the Emergency Management Plan take place under direction of Executive Headteacher.
18. To be responsible for the annual review of the DEC to ensure compliance.

**Fire:**

1. To be the named Fire Manager at DWHS.
2. To be the point of contact for fire wardens.
3. Arrange for the annual review of fire risk assessments and training across the trust ensuring actions are carried out and or implemented.
4. Manage the implementation and review of fire risk assessments, policy and PEEPS at DWHS.
5. Provide advice across the trust as and when required.
6. Organise fire drills including recording feedback, implementing an action plan and reporting on findings.
7. Carry out fire walks on a regular basis, record findings and report actions to be taken.
8. Keep abreast of changes to guidance and action accordingly.
9. Attend monthly FM meetings with regards to fire safety.

**Trips:**

1. To be the named Educational Visits Coordinator for DWHS.
2. Review paperwork to ensure compliance and provide advice to the Headteacher and group leaders as required.
3. Create, update, review and provide advice on risk assessments and letters.
4. To review policies relating to trips on an annual basis.
5. Keep up to date on LA (There and Back Again), trust and DfE guidance.
6. To keep a record of all visits and report to staff as required.

**Minibus:**

1. To ensure that the minibuses for DWHS are safe and compliant with trust, LA, DfE and DVLA guidance.
2. Ensure MOT, road tax, insurance, service and maintenance are in place and drivers are suitably qualified and insured.
3. Arrange training as and when required.
4. To review policies on an annual basis.

**Policies:**

1. To manage the annual review of policies and ensure that staff have access to and the school is compliant with.
2. Provide advice on policies across the trust as and when required.

**Additional**

* To ensure relevant sections of the staff handbook are updated on an annual basis.
* To contribute to the development of ICT and the MLE (FROG).
* To participate fully in the School’s Self Review, School Improvement Plan procedures, Staff Review/Performance Management.
* To implement all and follow all school and LA policies and procedures, including giving due regard to the Local Authorities Equality Policy
* To attend and participate in school meetings and training as appropriate.
* To take responsibility for safeguarding the welfare of all children you are responsible for or come in to contact with including reporting any child protection issues or concerns to the school’s Child Protection Officer.
* To invigilate when required.
* To carry out such particular duties as the Headteacher may reasonably direct from time to time.

**To Whom Responsible: School Business Manager / Chief Financial Officer**

This job description may be amended at any time after discussion with you, but in any case will be reviewed annually.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_