

JOB DESCRIPTION

Langley Park School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

<p>Title: Personnel & Payroll Administrative Officer</p> <p>Postholder:</p> <p>Date of this Job Description September 2020</p> <p>Salary Point: Scale 5, Pt11</p> <p>Hours: 36 hours per week 40 weeks per year</p> <p>Immediately responsible to: Executive Assistant</p> <p>Important Relationships: SLT ELT All Staff</p> <p>Job Purpose:</p> <p>To be responsible for providing efficient and effective HR and Payroll administration for the school.</p>	<p>Schools are complex organisations designed to support the learning of our young people. The better the education they receive, the greater their life chances and choices they will have. All young people deserve a world class education. This is only possible when everyone within a school works as part of a team, regardless of their role, to support the creation of effective and inspiring teaching & learning experiences.</p> <p>Job Purpose: To support teaching staff in delivering the highest quality learning experiences in order that all our students achieve their potential.</p> <p>To support the outcomes of young people by performing the following Duties and Responsibilities:</p> <p>Duties and Responsibilities</p> <p>HR</p> <ol style="list-style-type: none"> 1. Administration of the school’s recruitment process including; preparation of job descriptions, person specifications, adverts, taking up references in advance of interviews, drawing up interview schedules, facilitating the interview process and obtaining/verifying candidate ID and qualifications. 2. Processing new starters, leavers and maternity leave etc. 3. Processing variations to contracts. 4. Assisting with the school Single Central Record, and DBS status of visitors to Reception. 5. Liaising with the school’s Finance Manager to ensure that employee payroll records are maintained. 6. Annual school workforce census. 7. Assisting staff with HR related queries. 8. Ensuring that all HR files and SIMS records are compliant and kept up to date. 9. Inputting, updating and processing monthly payroll. 10. Minute taking as required. 11. Leading on policy review as required. <p>General</p> <ol style="list-style-type: none"> 12. To be an active part of the Admin Team and share a rotation of duties/cover as required. 13. To undertake ICT training as required. 14. To be an active member of the school’s First Aid rota. 15. To comply with the school’s Health and Safety Policy. 16. To undertake any other duties as may reasonably be required.
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Agreed and signed

Postholder Date

Headteacher Date