

Job Title	HR, Communications and Public Relations Officer	Job Category	Support
GLF School name	Danetree Primary School	Travel required	No
Level/Salary range	S5: £18,410- £21,474 FTE	Position type	Admin
<p>PURPOSE OF ROLE</p> <p>To lead and advise the Senior Leadership Team on matters relating to HR supported by the central HR team and to lead on all areas of Public Relations.</p>			
<p>KEY RESPONSIBILITIES – HR:</p> <ul style="list-style-type: none"> • Advertise vacancies in relevant media forms • Plan and organise interview days • Attend and contribute to recruitment events/fairs • Work with The Headteacher and Business Manager to consider workforce and succession planning, taking into consideration trends and developments in education and budgetary implications. • Manage the school’s personnel procedures, in line with national employment law regulations. • Maintain SIMS records for all staff • Work in close collaboration with GLF School’s HR department; ensuring expert advice is sought when appropriate. • Ensure that accurate personnel records are maintained and the appropriate information is communicated to Payroll Services as necessary. • Complete monthly Service Return • In collaboration with the Headteacher, ensure the implementation of the induction programme for all new staff members. • Ensure that all Academy policies in respect of HR management are updated in line with national guidelines. • Seek references for all newly appointed staff • Complete DBS checks for new staff. • Complete Annual School Workforce Census in collaboration with Business Manager • Provide general advice and guidance to staff, pupils and others. • Liaising with Business Manager over HR matters 			
<p>KEY RESPONSIBILITIES – PUBLIC RELATIONS:</p> <ul style="list-style-type: none"> • Review and maintain the school website • Updates the school Microsite • Liaise with GLF’s chosen media company to manage media communications for the school • Organise marketing materials and events to promote the school • Liaising with Business Manager concerning marketing costs • ParentMail – all communications to parents • Manage all external and Internal communications (including the School newsletter and social media) • Manage the PEBS system for parents consultation evenings • Update internal and external notice boards which are the office’s responsibility • Liaising with Business Manager over public relations • Update the bulletin board in the staff room each week 			
<p>GENERAL RESPONSIBILITIES:</p>			

- Make welcome all visitors to the school. Talk to the parents should the Head or other member of staff be delayed.
- Answer telephone and filter calls and emails, dealing with queries personally, where possible; enlist assistance when necessary and appropriate
- Record messages using schools standard operating procedure and distribute to member of staff accordingly
- Deal with minor injuries and illnesses. A First Aid at Work qualification is desirable
- Reprographics as required
- File any necessary documentation as requested
- Be aware of and comply with policies and procedures relating to child protection health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- To undertake any other duties which may reasonably be regarded as within the nature of the responsibility of the job

ACCOUNTABILITY:

- School Business Manager and Headteacher.
- GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities

SAFEGUARDING

GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.