Job Description – Personnel Officer

Job Title: Personnel Officer

Reports to: School Business Manager

Job purpose: To provide an effective personnel administration and advisory service to the school, working closely with the senior leadership team. Working with professionalism and confidentiality while handling sensitive information ensuring that personnel processes, systems and procedures are managed efficiently and in accordance with school, Hampshire County Council and statutory requirements

Key responsibilities and duties

Personnel administration and advice

- Manage and maintain accurate personnel records and information, both electronically and in paper format, including SAP and SIMS.
- Ensure personnel information is regularly updated, monitored and analysed to provide accurate and timely management information to the school's leadership team.
- Provide day-to-day personnel advice and guidance to managers and employees on employment matters, policies and procedures.
- Supporting personnel projects and wider school administration activities as required.
- Maintaining strict confidentiality when handling sensitive employee information.
- Ensure personnel advice, practices and procedures comply with Hampshire County Council policies and statutory requirements.

Recruitment and employment processes

- Manage and co-ordinate the school's recruitment and selection processes.
- Ensure all required pre-employment checks are completed before appointments are confirmed.
- Prepare, issue and submit employment contracts and relevant payroll documentation.
- Support recruitment activities, including appointment processes and overseeing candidates at interview where required.
- Ensure new starter, contractual and employment documentation is completed accurately and within agreed timescales.
- Maintain staff training records and distribute relevant school staff policies ensuring information remains accurate and up to date.

Absence processes and management

- Work collaboratively with the Senior Leadership Team to monitor and co-ordinate daily staffing levels, ensuring appropriate staffing provision across the school.
- Support the management of staff sickness absence, including conducting initial return-to-work meetings and maintaining accurate absence records.
- Monitor and review sickness absence to ensure compliance with the school's sickness absence policy, identifying concerns and progressing matters appropriately when required.