



CROOKHORN COLLEGE

Headteacher: Sarah Bennett, B.A. (Hons), N.P.Q.H.

Stakes Hill Road, Purbrook, Waterlooville PO7 5UD Telephone 023 92 251120

JOB DESCRIPTION

PEOPLE OPERATIONS AND MIS MANAGER

The People Operations and MIS Manager reports to the Business Manager

Contractual Hours: 37 hrs – Monday-Thursday 07:30 -15:30, Friday 07.30 – 15:00

Working Weeks: 40 Weeks (Term time plus 1 week)

Responsibilities:

- To support the Business Manager to provide a comprehensive and fully confidential HR service to the College, dealing with all matters with discretion and diplomacy.
- Ensure that all HR information, whether on IT systems or paper, is accurately recorded, managed, and analysed to provide high quality and timely management.
- Manage the SAP HR system and all associated tasks (including maintaining HR data, recording absence; managing starters and leavers; organisational changes; managing employees working hours and patterns; processing timesheets, travel claims etc.)
- Responsible for managing daily lesson cover and liaising with supply agencies when required.
- Manage the SIMS system – carry out the Year End Procedure and produce the students' individual timetables and maintain and update timetables for staff and students as and when changes occur.
- Record all staff absences, analyse trends, and produce reports for the headteacher and governors.
- Act as nominated person for DBS Check via Shared Services – Employment Checks site.
- Complete all pre-employment checks for new staff including accessing the Department for Education site to see teacher records, carry out status checks and check list of teachers and others prohibited from the profession.
- Set up all new staff for pay, issue contracts and carry out any changes in details/roles etc that occur whilst in employment.
- Assist the Business and Operations Manager in the appointment of new staff as and when required.
- Work with SLT to update advert vacancies including personal specification and job description.
- Advertise the vacancies on Hampshire, DFE, Facebook and the College website.
- Co-ordinate applications forwarding to the appropriate SLT for shortlisting.
- Arrange and set up interviews.
- Arrange cover on a daily basis, liaising with agencies when required.
- Create the new academic timetable in NT6 and manage any changes as they happen throughout the academic year.
- Create option blocks and input choices ready to transfer over to the main timetable.

- School Data Collection – Prepare, produce and submit the Pupil Census and associated files (liaising with staff concerned to ensure data is correct on SIMS to enable the production of the Pupil Census to be submitted to the data team).
Prepare, produce and submit the Work Force Census.
Prepare and submit any other reports required by the data team e.g. Travellers Questionnaire.
- Book training courses for staff and input on the training budget spreadsheet

You may be asked to undertake other duties as determined by the Headteacher from time to time. This job description may be reviewed at the end of the academic year, or earlier if necessary. In addition, it may be amended at any time after consultation with you.