

HAMPSHIRE COUNTY COUNCIL ROLE PROFILE FORM

Data Protection Act 1998. The information you provide on this form is to enable Hampshire County Council to evaluate the role. The information may also be used, in full or part, to support other processes such as performance development review, induction, recruitment and training and development. The information will be stored electronically and in hard copy format and made available to only to Hampshire County Council staff and trade union representatives involved in these processes. Any data required for statistical/research purposes will be depersonalised.

Role Profile Form Number: 1. 02467

1. DEPARTMENT: Children's Services 2.
2. SECTION: Schools
3. GROUP/SPECIALISM
4. ROLE TITLE IN FULL : Personnel Officer
5. SAP ROLE TITLE Personnel Officer (see Guidance Notes)
6. NEW PROFILE Yes
DATE OF COMPLETION 22.12.06
7. REPORTS TO Headteacher
8. ROLE PURPOSE : To provide an administrative role to school in all areas of personnel.
9. ORGANISATION.



10. Accountabilities

Manage the organisation of all recruitment activities for the school including responsibility from advertisement of role through to employment. Including the completion of all pre employment checks, and preparation, issue and/or submission of contractual and payroll documentation

Ensure that all personnel information, whether on IT systems (inc SAP and Arbor) or paper, is accurately recorded, managed, updated and analysed to provide a high quality personnel service to the school and timely management information to the school's leadership team.

Manage the Schools Single Central Register, ensuring that all staff and appropriate visitors have an up to date record on it

Working with the IT lead to ensure that all new staff have the appropriate IT access that they need to complete their duties.

Working with the Finance Officer to ensure that appropriate provision is made within the schools budget for staffing.

Ensuring that payroll data such as time sheets and change of contractual information is entered in a timely manner

Liaising with our supply agencies, authorising agency timesheets and managing the migration of staff from an agency contract to permanent contracts.

Work with the Administration team to maintain high levels of customer service and ensuring that the parents & visitors are welcomed into the school in a warm and friendly manner.

Manage the production and updating of the school and support staff handbook and ensure distribution to staff in the school.

Working with the deputy head to ensure that all appropriate induction training has been undertaken in a timely manner.

Manage the co-ordination of filing for all personnel issues, ensuring that all paperwork is filed in an organised and secure way.

Ensure all personnel advice, practice and procedure are compatible with HCC, and statutory requirements.

Working with the Headteacher to manage the school's staff absence policy. Recording & monitoring attendance and holding return to work interviews.

10. Key Decision Making Areas in the Role

Personal and workload - determine allocation of work and assess priorities to meet deadlines

Deciding appropriate advice within the parameters of HCC and school policies and procedures

Making judgements on the complexity of issues with a view to raising at a higher level or seeking personnel or payroll advice from HCC

12. Role Dimensions – financial (e.g. budgets) and non-financial units (e.g. workload, customers/staff) No of employees in the school: Approx 150

13. Main Contacts – external/internal customer contacts and purpose Own staff- day to day management

Headteacher- provision of advice, management reports in relation to attendance, absence & recruitment.

HCC (Payroll, EPS etc)- liaison and seeking advice

14. Working Conditions – environmental and physical factors, physical effort or strain and frequency of occurrence.

15. Role requirements for operational effectiveness. Ability to motivate and manage staff High level interpersonal skills and communication skills Good ability to use IT office systems, including extracting and manipulating data Experience of using SAP An up to date basic knowledge of employment law specifically covering contracts of employment, recruitment, and individual employment rights (unfair dismissal and redundancy) Commitment to continuous professional development and continuous service improvement Experience of working in an office environment