

JOB DESCRIPTION

NAME:

JOB TITLE: PERSONNEL OFFICER

LINE MANAGER: PRINCIPAL

FULL/PART TIME: 15 HOURS PER WEEK TERM TIME ONLY PLUS 3 WEEKS

SALARY: Point 30 - 33

It must be recognised that this job description is likely to change as the circumstances of the College change and the post holder must recognise and actively adapt to these changes as they affect the job described.

MAJOR TASKS

- 1 To oversee procedures for the safer recruitment of staff to include placing job advertisements, preparing job and department details, requesting references, arranging and advising on interviews and keeping records, preparing formal offers, analysing and recording job applications data, and being a member of the interview panel for support staff interviews as required.
- 2 To maintain and develop the staff database and paper records.
- 3 To oversee the use of the Disclosure and Barring Service (DBS) for staff and to ensure compliance with Safeguarding and safer recruitment in accordance with the relevant legislation for the safety of students within the College.
- 4 To maintain the main staff database, including the Single Central Record, paper records and associated spreadsheets, producing statistics where relevant and ensuring confidentiality.
- 5 To clarify particulars regarding individual conditions of employment and to issue appropriate contracts having liaised with County Personnel and Payroll Services and SFCA as necessary. To amend these from time to time and to provide staffing information to the Finance Director as required.
- 6 To oversee the maintenance of up-to-date job descriptions for all staff through liaison with all employees and their line managers.
- 7 To put together and distribute staff induction material and assist the Director of Studies with staff probation monitoring.
- 8 To carry out return to work and exit interviews where appropriate.
- 9 To prepare, in consultation with line managers and the Principal, schedules of discretionary leave and holiday leave for support staff and to oversee records and reports of sickness and absence, advising on remedial action as appropriate.
- 10 To attend informal and formal interviews with staff to provide advice and guidance as required, either as a mediator, third party or on a one to one basis as personnel issues arise, ensuring confidentiality.

- 11 To advise the Principal and other members of Senior Management Team and line managers on individual personnel issues including cases involving disciplinary, capability and grievance issues.
- 12 To produce and publicise staffing notices to improve communication between various sectors of staff, produce staff reports and statistical information and answer staffing queries as necessary.
- 13 To keep College HR policies and procedures under review as necessary.
- 14 To keep abreast of developments in employment law and good employment practice and to promote and introduce improvements to College policy and procedure as appropriate.
- 15 To establish, in consultation with the Deputy Principal, Principal and Finance Director, teaching staff projections for current and future years and, in consultation with support staff line managers, support staff changes and needs.

General Responsibilities

1. To be responsible for and committed to promoting and safeguarding the welfare of children, young persons and vulnerable adults whether responsible for, or in contact with them.
2. To observe the College Health and Safety policy at all times, taking responsibility within own areas as set out in the policy.
3. To be fully aware of and implement College policies relating to equality and diversity and actively promote positive practice.
4. To comply with all other College policies and procedures.
5. To undertake personal and professional development to meet the changing demands of the position and to participate in appropriate training activities.
6. To undertake any other duties commensurate with this post as the Principal may from time to time decide.

Signed: (Principal)

Date:

I acknowledge that I have seen and received a copy of the above Job Description

Signed:

Date: