

DOVER GRAMMAR SCHOOL FOR BOYS

Support Staff Job Description

All job descriptions are current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Specific Duties

Post	Personnel Manager KR9 (FTE £30,034 - £34,180)
Contract Type	Fixed term, part-time, approx 15hrs per week.
Core Purpose	To manage the school's personnel systems, including cover.
Line Management	Headteacher

Key Responsibilities and Duties

- Oversee, develop and implement personnel procedures and oversee all personnel activity within the school.
- Oversee and process monthly payroll, including contract amendments and overtime claims.
- Oversee and carry out all recruitment checks on newly appointed staff.
- Oversee and organise Cover within the school.
- Take responsibility for the SCR, ensuring it is kept up to date at all times.
- Ensure adherence to personnel regulations and provide advice on these to other staff and the senior leadership team.
- Take responsibility for the annual Staff Workforce Census
- Liaise closely with the Headteacher, Governing Body and any external agencies or companies with regard to personnel management.
- Line manage the finance & personnel team.

Additional Duties

- To show a record of excellent attendance and punctuality.
- To address the appraisal targets set by the Line Manager.
- To play a full part in the life of the School community, to support its distinctive aim and ethos and to encourage students to follow this example.
- To adhere to the School's policies.
- To attend CPD sessions as agreed with your Line Manager.
- To undertake any other additional duties as directed by the Headteacher in relation to your job role.

Liaising With:	Headteacher, Senior Leadership group, Subject Leaders and relevant teaching and support staff, parents and outside agencies as required.
Disclosure Level:	Enhanced