



HR Duties Level 2 School Officer – Gilmore College

- Staff relief preparation
 - Find and secure teacher relief
 - Print off class lists and timetable
 - Organise all information for relief teachers including
 - Student At Risk (SAR) List
 - Daily Notices
 - Relief work
 - Any additional information (room changes, sporting events, assemblies etc)
 - Required keys
 - Badges
 - Prepare and print relief forms as required (staff not on Casual Staff Seeker)
 - New to school relief staff
 - Obtain a copy of WWCC from new-to-school relief staff.
 - Supply Staff Information Sheet to be filled in and returned
 - Supply school information sheets and Welcome to Leeming SHS letter
 - Conduct development, coordination and implementation of staff induction
 - Send out all staff email advising staff movement to staff
- Complete coding of relief or additional staff pays. Enter into HRMIS
- Relief Worksheet
 - Ensure relief worksheet is kept up-to-date
 - Record all required entries daily into worksheet from yellow relief file
 - Record all approved requests for leave into worksheet

- Copy of all relevant paperwork into Term file
- Update Deputy's leave diary every even week
- Check on WWCC status in the middle of each month. Advise staff who have a renewal date approaching.
- *Enter Electronic Advices on HRMIS as required (Movements, Variations etc)*
- *Organise new staff files for HR. Send all details of new staff to:*
 - *ICT Officer – to obtain access rights, FOB and laptop (as required)*
 - *MCS – to obtain email communication access*
 - *Administration Officers – to update pigeonholes, organise staff badges and update phone list.*
- *Archiving of HR records*
- *Provide human resource advice and information to staff*
- *General filing*
- Update and maintain adequate stock of information sheets
- Debt collection