

## Job Description

**School:** Whole School

**Title:** Personnel and Student Information Manager

### Applicable contract terms and duties:

This job description follows a common format with other job descriptions in the International School of Toulouse and is a complement to the published IST guidelines, procedures and policy documents in vigour. It is written in line with French employment law (Code du Travail) and in accordance with the signed Contract of Employment. All employees will be expected to carry out any other duties associated with their posts as are reasonably assigned by the Principal. The following list of responsibilities and tasks is neither hierarchical nor exhaustive.

### Job purpose:

To support the School Leadership Group (SLG) in the smooth and efficient running of the school. To provide information to parents and to the Board as appropriate.

### Key responsibilities and tasks:

#### Policy

- Be aware of and operate within all IST policies and procedures.
- Contribute to the development of policies and procedures, as appropriate.

#### Administration / Management Finance

- To provide billing and ensure payment of appropriate fees by clients for tuition.
- To address bad debt.
- To provide billing and ensure payment of fees for the canteen and additional activities e.g. instrumental music lessons.
- To bank all monies received for fees and miscellaneous activities.
- To manage the payment of fees by Direct Debit.
- To make manual cheque payments as required ensuring all financial procedures are followed.
- To prepare monthly salary slips for authorisation and ensure payment for the end of each month.
- To ensure with subcontracted accountants, all necessary charges against salaries are paid.
- To make payments of social contributions to official bodies e.g. URSSAF, Pôle emploi, APRIONIS etc
- To prepare provisional figures for budgets and OP as required by Principal / Board.

#### Administration / Management Personnel

- Organise all aspects of administration associated with the recruitment of a new member of staff liaising and delegating tasks as appropriate / required.
- Liaise with newly appointed staff and other agencies to ensure smooth relocation to France.
- Organisation of work contracts.
- Declaration of employees to appropriate French institutions (URSSAF, ARRCO etc).
- Support new staff, where possible, in their integration into living in France, including organisation of social security, pension and health schemes and providing ongoing advice in these areas.
- Support staff, where possible, in their departure and possible relocation from IST.
- Develop and implement with SLG policy and procedures regarding staff attendance and related 'Ticket Repas' payment.

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- Ensure all necessary personnel related documentation is sent to staff, returned and kept within a secure, confidential place, to include copy contracts, references etc.
- Ensure staff data in SIMS is accurate and up to date.
- Management of EC1 school receptionist.
- Management of administration work experience students including liaison with college.
- Management of staff training log and liaison with AGEFOS.
- Organisation of staff medical visits.
- Management of paperwork relating to staff absence e.g. request to CPAM for reimbursement of salary.

### Administration / Management Students and Parents

- To liaise with parents / companies / staff regarding registration, placement, visits to the school and induction into the school. To ensure that parents receive a prompt response from the school regarding possible placement for all potential students – response time a maximum of three days, SLG to ensure that this is possible.
- Ensure all personal pupil data is entered into SIMS, is accurate and up to date.
- Liaise with teaching staff on relevant aspects of all off site visits as detailed in the School Policy on Off-Site Visits.
- To develop and implement with SLG, systems for the management of information to parents via both paper and electronic methods, update intranet.
- To liaise with SLG on a regular basis to update the school calendar.
- To provide, where possible, practical and cultural support and advice for parents of students at the school.
- Facilitate the transition of students from the school.

### Communication

- Liaise as appropriate with all colleagues in the school to ensure good communication and the smooth running of the school.
- Production of weekly staff briefing.
- Liaise with parents within the guidelines of the school.
- Liaise with outside agencies as appropriate and within the guidelines of the school.
- Use the various means of communication responsibly and within the guidelines of the school.

### Public relations and marketing

- Promote a positive public image of the school during visits and enquiries.
- Be professional and discreet when meeting parents and other agents outside the school setting or in a social environment.

### Business Compliance Representative

- Support Airbus Ethics & Compliance Mission Statement.
- Be available to all employees regarding questions on Ethics & Compliance.

### Reports to:

- Principal