

New employee admin checklist

NAME:

Role

Start date

Terms

Address

Mobile

Home

NI Number

Date of birth

Emergency contact

Email address

New employee admin checklist

Task	Complete	Date	BY*	Notes
Application form received and signed and dated			SS	*Sonia Stewart (HR Manager)
<ul style="list-style-type: none"> Pre-booked holidays? 				
<ul style="list-style-type: none"> Lived overseas for 6 months or more? 				
<ul style="list-style-type: none"> Criminal record declared? 				
Gaps in employment?				
Interview date and panel member (one to be safer recruitment trained)				
Barred List check				
Prohibition Order check (teachers/HLTA check GTCE and EEA lists)				
Ref1 received				
Ref1 verified by telephone				
Ref 1 followed up on sickness/absence after offer letter				
Ref 2 received				
Ref 2 verified by telephone				
Ref 2 followed up on sickness/absence after offer letter				
Medical form received and passed to AA (school nurse)				
Hepatitis B required?				
Offer letter with all necessary documents and info: <ul style="list-style-type: none"> Terms temporary/permanent offer letter Start date, Salary point Job Description and Contract WS18 Health & Safety, WS40 Vehicles policy P46, Driving Declaration, Payroll form, Criminal Record Declaration, Life Assurance and death wish form, medical declaration, GDPR consent 				
Acceptance letter received				
Identification documents originals seen, verified, dated and scanned				
DBS employee section completed				
DBS WHSS section completed				
DBS enhanced inc barred check original received, checked and recorded				
Criminal record declaration signed				
Safeguarding training				
Prevent training				
PBS				
National Online Safety (boy contact staff)				
Part 1 & 5 KCSIE, Annexe A and sexual exploitation				
School policy reading of CP, Behaviour, Missing from Education, Code of Conduct, Code of Safer Working Practice -signed off on survey monkey				
Curriculum Intent reading				
GDPR training				
Fire Extinguisher training and fire safety policy reading				
First Day Essential Guidelines signed				
GDPR consent signed				
Induction booklet issued				
Job description received back signed and scanned				
Contract received back signed and scanned				

Qualifications originals seen, verified and scanned				
New starter email sent				
Employee paragraph about themselves				
Welcome email sent with photo				
Photo on system				
Payroll form received back and scanned				
Add to website				
Add to grid (SCR)				
Add to fire register				
Add to staff list				
Add to training spreadsheet and PDR spreadsheet				
Add to induction/probationary tracker				
Driving Declaration returned				
Add to Driving spreadsheet on Excel				
Add to staff initials list				
Scan all docs onto system, rename and file in correct folders				
Add to structure chart and peer 2 peer				
DSE assessment required?				
Add birthday to diary				