

Workforce Census Preparation Checklist

No.	Before Generating a Dry Run	✓
1.	<p>Check School Details</p> <p>Check your recorded School Details by selecting School > School Details. Are all fields complete and correct? Ensure that these are filled in (especially important to check if you have recently become an Academy):</p> <ul style="list-style-type: none"> ● LA ● Establishment Number ● School telephone number and email address ● Intake Gender ● School phase ● School type ● Governance type ● Intake type ● URN 	
2.	<p>Check New Staff Details</p> <p>Have all your staff members been entered into Arbor? Is there anybody you know you need to chase for more information?</p>	
3.	<p>Check Past Staff Members Details</p> <p>Have all recently left staff members been recorded on Arbor? If not, go to their Staff Profile > Contracts and click the End Staff Employment button.</p>	
4.	<p>Check NQT Details</p> <p>Have staff who are in their first or second NQT year had this recorded on their profile?</p>	
5.	<p>Resolve Duplicate Staff</p> <p>Make sure there are no duplicate staff records in Arbor. You can check this by going to School > Data > Data Quality Dashboard > Suspected Duplicates > Staff.</p>	
6.	<p>Check for Staff Data Gaps</p> <p>Navigate to School > Data > Data Quality Dashboard.</p> <ul style="list-style-type: none"> ● Add and update basic details in the Staff section. ● Add in key Census information in the School Workforce Census section. 	
7.	<p>Check for HR Data Gaps</p> <p>Go to School > All staff > HR Admin to update HR information - ensure you have:</p> <ul style="list-style-type: none"> ● Allowances and Additional Payments logged for staff 	

	<ul style="list-style-type: none"> ● Superannuation schemes logged for staff ● Any Checks recorded ● Pay Scales added to your Leadership staff ● Positions set up and linked to staff contracts for all staff included in the census ● Contract(s) recorded for all staff included in the census 	
8.	<p>Set up your SENCo</p> <p>Most schools are expected to have a SENCo set up with a separate contract.</p> <ol style="list-style-type: none"> 1. Have a Post for them set up with the Position Category as Classroom Teacher and Census Business Role as SEN Co-ordinator. 2. Add a separate contract for them with this Post (split the hours between any contacts). 3. Add their NASENCO qualification from the Qualifications & Checks section. <p>Top Tip: If your school doesn't have a SENCO, you'll just need to provide an explanation for these queries to COLLECT when submitting your census.</p>	
9.	<p>Set up your SBPs</p> <p>Record Positions with the Position Category (aka Post) of School Business Professional (SBP). Anyone with this Post will need their Professional Qualifications recording, and a Destination and Leaving reasons when their contracts end.</p>	
10.	<p>Run your dry run!</p>	