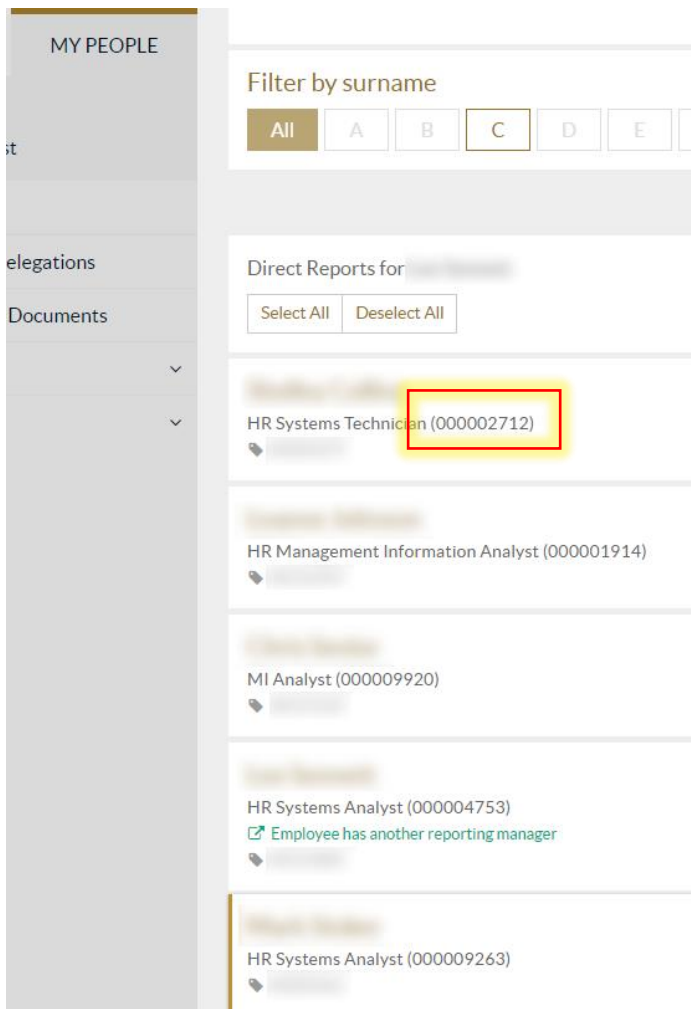
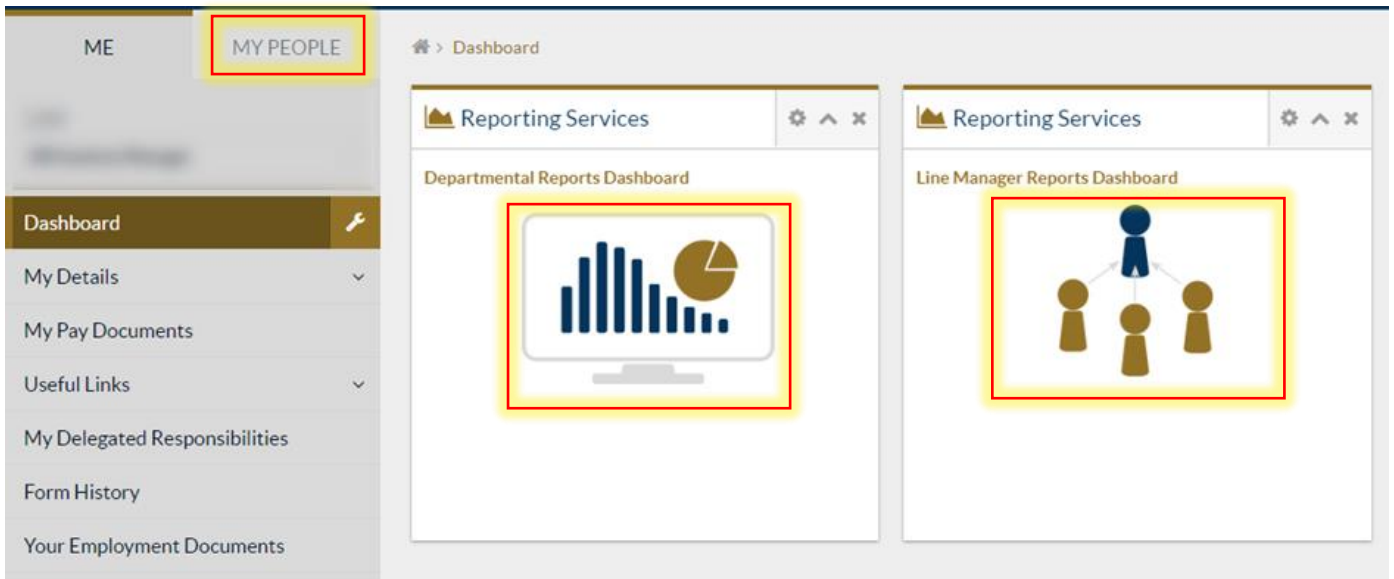


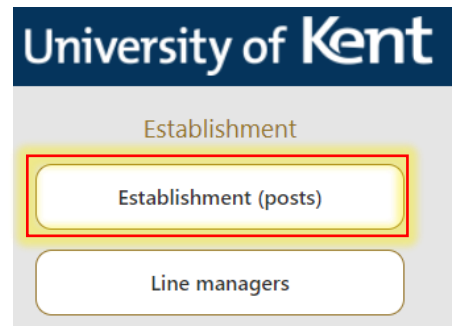
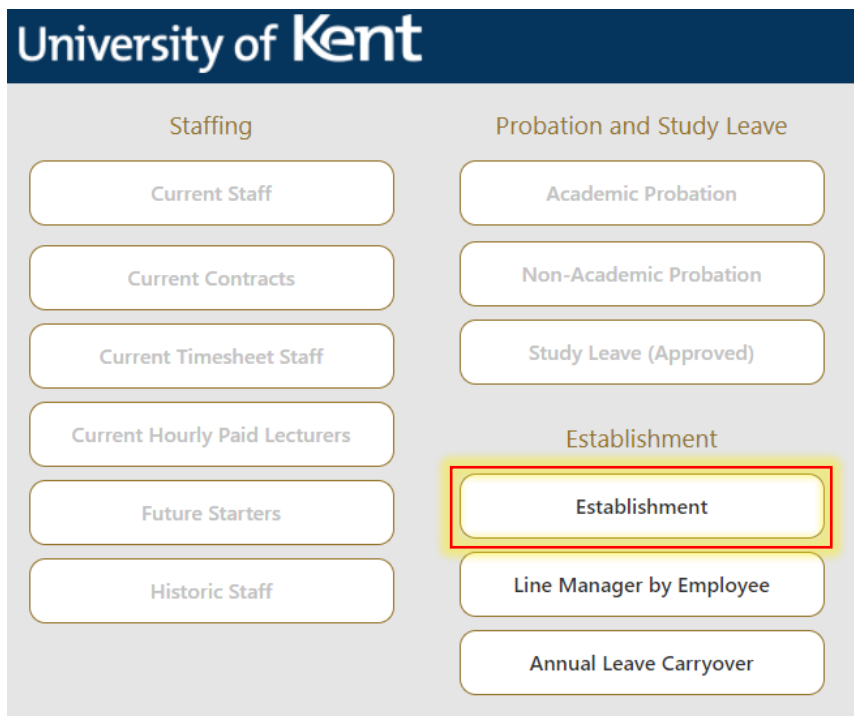
Post numbers are available in Staff Connect from two sources – reports and My People.

(Reports can be set up by clicking on the spanner icon next to the dashboard menu and adding a reporting services widget).



Click on the My People tab and you can see a list of posts that report into yours. The post numbers are shown in brackets to the right of the post title.

There are two types of reports – departmental administrators, subject to authorisation, have access to an establishment report showing all posts within a school or department. All line managers have access to a mini-version of this report that displays only those posts that report up to them.



The reports both display the post number on the left.

| Post No. | Post Title |
|---------------------------|-----------------------------------|
| 000001914 | HR Management Information Analyst |
| 000002712 | HR Systems Technician |
| 000004753 | HR Systems Analyst |
| 000009263 | HR Systems Analyst |
| 000009920 | MI Analyst |