



## **Job Description: HR Officer**

**Reports to:** Vice Principal- Business and Community and HR Manager  
**Start date:** ASAP  
**Contract:** Permanent, part-time (4 days a week)  
**Salary:** Grade 7 (£22,006-£26,304)  
**Hours:** 08:00am to 17:00pm

### **The Role**

As an integral member of the Operations team, the post holder will take responsibility for providing day to day confidential and professional HR Administration service within the academy, undertaking duties across a range of HR activities including recruitment and selection, data management, processing pension and payroll, processing DBS checks, reporting, compliance and general HR administration.

With excellent written and verbal communication skills, our ideal candidate will be comfortable working with colleagues and partners at all levels, exercising tact, diplomacy and confidentiality where appropriate.

To fulfil the requirements of the Academy, students, and the wider community, suitable applicants must be flexible, adaptable, can and does work with a 'can-do' attitude, and solution focused.

As part of the wider contribution to the Ark network, the successful candidate may be expected to assist other Ark schools in sharing best practises and collaborating with other HR professionals.

### **Key Responsibilities**

#### **Recruitment and Selection**

- Ensure that all staffing and recruitment appointments have been confirmed and signed off by the Principal in accordance with the staffing budget
- Co-ordinate the recruitment processes across the academy, including writing and posting ads, scheduling, and booking interviews, liaising with candidates and producing recruitment panel packs
- Attend interviews as required and to provide feedback to all candidates after interview, whether successful or not
- Process staff appointment documentation for successful candidates, including offer letters, contracts of employment and all pre-employment checks, including DBS and reference checks in accordance with safer recruitment procedures
- Liaise with agencies and book staff as needed once confirmed with the Principal
- Provide HR reports to the Principal on new starters and leavers and ensure that salary statements are sent to all employees
- Coordinate and oversee the staff induction process and ensure that it is effectively managed and to provide a HR induction

#### **Employee Relations, Policies and Procedures**

- Provide generalist first line HR advice to line managers to ensure compliance with employment legislation as well as a positive employee relations climate, referring to Ark HR as necessary
- Provide day-to-day support and advice to employees in all HR matters referring to Ark HR as necessary
- Support with the coordination of employee relations casework in conjunction with Ark HR colleagues e.g. note taking at grievance and disciplinary meetings, arranging absence and capability meetings etc.
- Assist in the review and development of local HR procedures in line with Ark central HR policies
- Assist senior management with employee welfare initiatives
- Maintain an accurate and up-to-date Single Central Register (SCR) (this is a requirement of Ofsted)

- Co-ordinate the academy's School Workforce Census annual return
- Keep and maintain all academy and Central HR policies, both electronic and printed, ensuring that all current HR related policies and procedures are available
- Monitor and manage sickness absence and keep accurate records and documentation

### **Performance Management, Appraisal and Staff Training**

- Support line managers through the performance management process as required
- Provide advice on training and development and arrange relevant training
- Deliver training to managers and new starters when required
- Ensure that training needs identified in the appraisal process are carried out and recorded
- Develop and maintain a staff training record of statutory training, e.g., fire safety, first aid etc.

### **Compliance**

- Administer absence reporting and recording processes, ensuring that all absence is reported, recorded and followed up on with the relevant line manager in accordance with the appropriate policies and procedures
- Co-ordinate the performance management process, ensuring that line managers complete performance management meetings and paperwork on time
- Take responsibility for ensuring that the probation process is managed effectively
- Ensure that all customers who use the building outside of Academy hours are compliant with DBS procedures and health and safety
- Be the Data Protection Lead to ensure compliance with GDPR and Data Protection

### **General HR Administration**

- Maintain an accurate and up-to-date paper and electronic filing system for personnel records
- Complete a wide range of HR related paperwork
- Process staff changes and staff leaving documentation and arrange exit interviews
- Produce a range of HR letters and correspondence (e.g. variation to contract letters, maternity and holiday entitlement)
- Take accurate minutes at formal meetings (e.g. discipline, grievance, capability)
- Monitor the use of fixed term contracts and ensure that issues are followed up appropriately
- Ensure Inventory system is up to date with staff details and working patterns and relevant reports generated in order to monitor staff punctuality and attendance
- Offer Employee Assistance Programme (EAP) as and when required to staff members

### **Pension and Payroll**

- Process monthly payroll
- Prepare monthly spreadsheets with any changes to pay, inform of new starters and leavers to submit to the external payroll provider
- Process Teacher's Pensions and keep accurate records

### **Data Management and Reporting**

- Manage the HR Information System to ensure that electronic employee records are accurate and up to date.

### **Other**

- Assist with the development and implementation of new HR systems and processes
- Support the HR Manager in other tasks related to HR administration
- Deliver relevant workshops and training to support staff members as required
- Work in collaboration with the Ark HR team as appropriate
- Cover for absent colleagues and undertake other duties commensurate with the grade

### **Academy Culture**

- Support the Principal and other strategic leaders in fostering a strong sense of Academy community and ethos, aligned to the Academy mission, among both staff and students
- Support the Academy's values and ethos by contributing to the development and implementation of policies practices and procedures

- Help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships
- Support and work in collaboration with colleagues and other professional in and beyond the school, covering lessons and providing other support as required.
- Vision aligned with Ark's high aspirations and high expectations of self and other

### **Other**

- Carry out other reasonable tasks as directed by the Principal, VP and HR Manager
- To work collaboratively as a member of the Operations team
- To carry out first aid duties, if required
- To undertake fire marshal duties
- To undertake exam invigilation duties
- To undertake lunch till duties
- To undertake morning and afternoon playground duties
- To be willing to undertake appropriate training in line with contractual duties
- To be flexible in regard to working hours
- Attend and support out of hours' academy events e.g. summer fair, parents' evenings
- This job description is subject to change with the agreement of the post holder

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list.

### **Role review**

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## **Person Specification: HR Officer**

### **Qualification Criteria**

- Right to work in UK
- Maths and English GCSE at grade C or above
- Educated to Degree level

### **Desirable**

- HR qualification (Certificate in Personnel Practice (CPP) (CIPD) or other relevant HR qualification)

### **Experience**

- Experience of working in HR at Officer/Advisor level
- Experience of working in a similar role in a school environment
- Experience of using an HR Database
- Experience of taking minutes for meetings
- Experience of processing Pensions and Payroll
- Experience of maintaining a Single Central Record

### **Personal characteristics**

- Genuine passion and a belief in the potential of every pupil
- Flexible, highly organised and able to multi-task and prioritise work to meet deadlines
- Helpful, approachable and positive nature and ability to stay calm and diplomatic under pressure
- Able to take ownership of tasks and work with minimal supervision
- Have exacting standards and a keen eye for detail
- Keen to learn and further develop own skills
- Exercises sound judgment, especially relating to confidentiality and discretion
- Excellent interpersonal skills with children and adults

### **Specific skills**

- Excellent numeracy, particularly financial skills
- Willing and able to learn and operate new IT systems and databases
- Excellent administrative and organisational skills
- Understands the importance of confidentiality and discretion
- Excellent written and oral communication skills
- Highly computer literate, with particular skill in using Microsoft Office
- Able to write clearly and concisely and to produce and maintain documents and systems.
- Able to prioritise workload and hit deadlines.

### **Other**

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*