



HR Assistant

Ark Support Scale 5: Pay Points 15-22 £21,430 - £24,864

Required for: ASAP

Ark Walworth Academy is a thriving school in the heart of central London. We serve a vibrant, diverse community in Zone 2, with excellent access to all the city has to offer for students and staff alike.

We seek a proactive, well organised and resilient HR administrator to join the academy's operation's team. The HR Assistant will play a key role in supporting the delivery and efficient day to day HR service, undertaking various duties across a range of HR functions. This is an exciting new post within the academy that would suit a well-rounded administrator with proven knowledge and experience in HR. The HR Assistant, with support of the HR Advisor, will take responsibility for but not limited to the academy's end-to-end recruitment, selection and pre-employment process; attendance management; probation; compliance; as well as administrative support to the HR Advisor and Operations Director. This role requires a detail orientated individual who can work well under pressure, is team orientated, a confident communicator and has a positive attitude.

Our staff are:

- Committed, enthusiastic practitioners seeking to support excellent progress for our students
- Educators who aspire to the highest standards of behaviour, academic success, and wellbeing for all in our community
- Resilient, reflective and thoughtful professionals, seeking to develop themselves with us

In return, we offer:

- An externally recognised progression route with the support of a nationally recognised network
- Dedicated Network Leads for subjects and areas, providing cutting-edge training and development opportunities
- A fully accessible, well resourced, multi-million pound building in which to practice
- A school community with a genuine family ethos, investing in staff wellbeing with sports and events
- Varied routes into teaching and industry-recognised professional qualifications (ATT, PGCE, Teach First, Now Teach, NPQML, NPQSL, BA and Masters programmes)
- A comprehensive support and induction programme for all staff including *accommodation in zone 2 available for NQTs and trainees.*
- A dedicated Employee Assistance and benefits package from Ark

Further details about the post and how to apply can be found on our website www.walworthacademy.org. Visits to the school are warmly welcomed.

We look forward to receiving your application





Ark Walworth Academy

Job Description: HR Assistant

Reports to:	HR Advisor
Start date:	ASAP
Location:	Ark Walworth Academy
Contract:	Permanent
Salary:	Ark Inner London Support (Band 5) £21,430 - £24,864
Hours:	36 hours per week, All Year Round

The Role

As the Academy's HR Assistant, you will help support the delivery of a proactive, effective and efficient day to day HR service, undertaking various duties across a range of HR activities. The role includes administration of the Academy's end-to-end recruitment, selection and pre-employment process; attendance management; probation; as well as administrative support to the HR Advisor and Operations Director.

This role requires an ability to work under pressure, with excellent organisational, planning and multi-tasking skills.

Key Responsibilities

Recruitment and Selection

- To support the recruitment processes across the academy, including advertising, scheduling and booking interviews, liaising with candidates, producing interview panel packs and meeting and greeting candidates, and organising school tours
- Overseeing the recording and tracking of job applications, including managing multiple recruitment platforms
- Organising interviews i.e. scheduling interview dates & timing, preparing task materials & presentation equipment for the selection process, as well as assisting in the smooth running of recruitment days
- Monitoring and recording all aspects of the recruitment process, ensuring all required paperwork is completed and returned by panel
- Ensuring room and refreshments are ready before the interviews takes place
- To support the HR Advisor in processing staff appointment documentation for successful candidates, including offer letters, contracts of employment and all pre-employment checks, ensuring all safeguarding checks are completed and recorded accurately, escalating any issues as necessary
- Communicate details of new employees to appropriate colleagues to ensure facilities and equipment are readily available upon commencement of employment
- Make the necessary arrangements for new employees to attend induction training
- Ensure all new starters have login details and a ID card before commencing their employment



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- Understanding of legal requirements of, and best practice within, recruitment and selection processes, ensuring these are adhered to during campaigns i.e. experience of managing numerous recruitment exercises (full end-to-end process), often with challenging or conflicting deadlines

Data Management and Reporting

- Manage administration of the HR Information System
- Support the maintenance of an accurate and up-to-date Single Central Register (SCR)
- Contribute to the school workforce census annual return
- Run regular reports from HR information System
- Ensure staff personnel files are up-to-date, including:
 - Filing
 - Retrieving records for Senior Staff
 - Ensuring full records are maintained for all staff
 - Assist the HR Advisor and Operations Director in the movement to a paperless system

Payroll

- To support the HR Advisor and Finance Manager in the monthly payroll return by:
 - Providing accurate monthly staff absence information where appropriate
 - Ensuring new starter and leaver information is provided in a timely manner
 - Assist the HR Advisor with pensions administration, undertaking pensions training as relevant
 - Respond to staff payroll queries as appropriate

Compliance

- Administer the absence reporting and recording processes as well as the absence management calendar, and maintain accurate and up to date records on the HR information System
- Provide administrative support to the performance management, probation and induction processes
- Ensure that all documentation in relation to the above processes is completed within required time scales
- Keep up-to-date with the latest HR trends and best practice

General HR Administration

- Maintain an accurate paper and electronic filing system for personnel records
- Complete a range of HR related paperwork
- Process staff changes and staff leaving documentation
- Produce a range of HR letters, including offer letter and contracts of employment
- Day to day tasks such as word processing, using excel spreadsheets, photocopying, filing, shredding and distribution of information
- Other administration as requested by the HR Advisor and Operations Director



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Other

- To work in collaboration with the Ark People team as appropriate
- To undertake training and development relevant to the post and in line with the academies priorities
- In addition to the responsibilities listed above, all employees must be adaptable in their approach and undertake other duties that are commensurate with postholder's level, wherever they may be, to achieve the objectives of the Academy
- To undertake and support in any task as directed by the Principal, SLT and the HR Advisor

This job description is reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.



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Person Specification: HR Assistant

Qualifications

- Right to work in the UK (essential)
- GCSE English and Maths Grade C or above (or equivalent)

Knowledge, Skills and Experience

- Proven experience in an administrative position (essential)
- Experience in HR administration (essential)
- Experience of using a database, ideally an HR database (desirable)
- Experience of working in a similar role in a school environment (desirable)
- Excellent verbal and written communication skills
- Ability to manage own workload to meet demands and deadlines
- Co-operative and supportive team player, focused on delivering team objectives
- Strong IT skills including the ability to confidently use Microsoft Word, Excel and databases
- Strong administrative and organisational skills
- Excellent written and oral communication skills

Behaviours

- Genuine passion and a belief in the potential of every pupil
- Have an upbeat and outgoing personality, a demonstrable interest in HR and be willing to learn
- Structured and organised with an ability to work under pressure
- Professional outlook, highly organised, able to multi task and meet deadlines
- Team oriented with a flexible approach and a 'can-do' attitude
- Helpful and positive nature and ability to stay calm and diplomatic under pressure
- Understanding of the importance of confidentiality and discretion
- Resilience and determination to support HR processes
- Be confident to communicate with a wide range of stakeholders and a high professional standard of spoken and written English
- Detail orientated and able to take ownership of tasks and work with minimal supervision

Other

- This post is subject to an enhanced DBS check
- The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity.
- Willing to attend training appropriate to the post



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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. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Ark Schools is committed to eliminating discrimination and encouraging diversity amongst our employees. We endeavor to build a workforce that will be truly representative of all sections of society and that each employee feels respected and able to give their best. To that end we are committed to provide equality and fairness for all in our recruitment and employment practices and not to discriminate on grounds of age, disability, gender reassignment, marriage/civil partnership status, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. We oppose all forms of unlawful and unfair discrimination. The appointment and recruitment procedure must always be applied fairly and in accordance with employment law and the Ark Schools Equal Opportunities Policy

Please note: Ark Walworth Academy is committed to the safety and protection of its students. Walworth is a non-smoking environment.

July 2019