



Job Description: HR Officer

Reporting to: Operations Director
Location: Ark All Saints Academy
Contract: Permanent
Working Pattern: Full Time
Salary: [Ark Support Scale 7: Pay Points 23 – 30:] £26,772 -32,001

The Role

As the academies HR Officer, you will provide the delivery of a proactive, effective and efficient day to day HR service for the academy, undertaking duties across a range of HR activities including; payroll and data management/ reporting, compliance, recruitment and selection and HR Policy guidance and associated HR administration. You will also provide support to academies across the Region's network when required.

Key Responsibilities

HR Systems, Data and People Management

- To lead on the day to day HR service provision, working collaboratively with the academy's People Business Partner and Centralised People support service
- To manage the HR Information System and payroll information to ensure that electronic employee records are accurate and up to date and which meets Ofsted standards. This will include responsibility for data entry, regular and ad hoc reporting, and an annual data cleansing exercise
- To maintain an accurate and up-to-date Single Central Register (SCR) in accordance with the Keeping Children Safe in Education Regulations and Ofsted
- Provide first point of contact support on all Ark HR policies, processes and system queries
- Produce a range of HR letters and correspondence (e.g. variation to contract letters, maternity, holiday entitlement) from standard templates Supporting with Disciplinary, Grievance, Capability and Appeal processes, including organising meetings, preparing packs for attendees, note taking and outcome letters
- To monitor and process fixed term contracts, staff changes, and staff leaving documentation and arrange exit interviews
- Support managers in robustly managing and supporting employees in line with the Ark Network HR Policies, including liaising Occupational Health, Trade Unions

and other outside agencies, seeking guidance from Arks Central HR advisory service as appropriate

- Support managers with holding conversations with staff on a range of HR matters in accordance with HR policies.
- Co-ordinate the annual Appraisal process, ensuring that managers complete meetings and associated appraisal records effectively and timely
- Co-ordinate the staff induction process and ensure the probation process is managed effectively

Recruitment and Selection

- Co-ordinate the full recruitment processes across the academy, including; vacancy request approvals, effective utilisation of the Ark Recruitment System, candidate screening, interview scheduling/preparation and hiring outcome processes
- Process staff appointment documentation for successful candidates, including offer letters, contracts of employment and all pre-employment and safeguarding checks and induction details

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Arks data protection rules and procedures
- Keep abreast of Human Resources best practice, legislative changes and new developments to continuously develop and improve knowledge and skills and broaden the understanding of inter-relationships between the range of human resources activities and functions
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Person Specification: HR Officer

Qualifications

- GCSE at grade C or above in English and Maths (or equiv)
- HR (CIPD) qualification or working towards this (Level 3, 5 or 7)

Knowledge, Skills and Experience

- Experience of working in HR and using a HR database
- Experience of working in a similar role in a school environment (Desirable)
- Good IT skills, highly competent using Microsoft Office
- Strong administrative and organisational skills
- Excellent written and oral communication skills
- Understanding of relevant legislation, policies and procedures, and the ability to apply this understanding to real situations
- Ability to provide initial advice or guidance to managers

Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multi task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- 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. 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.