



## HR Officer (Maternity Cover)

<b>Reporting to:</b>	HR Manager
<b>Start Date:</b>	July 2024
<b>Location:</b>	Ark Victoria Academy, Talbot Way, Small Heath, Birmingham, B10 0HJ
<b>Contract:</b>	Fixed term (12 months maternity cover)
<b>Working Pattern:</b>	Fulltime. Term-time only plus two additional weeks to be worked in the school holidays
<b>Salary:</b>	Ark Support Scale Grade 8, Pay Points 20 – 28 (£30,295 - £36,648 per annum).
<b>Closing Date:</b>	<b>16<sup>th</sup> May 2024 at 11:00am</b>

We are seeking a driven HR Officer with excellent attention to detail join the HR team within our diverse Operational department.

***Our HR Team won Ark's trust-wide award for the 'Best Admin Team' in 2023.***

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.

The right candidate will be an excellent team player and will demonstrate their ability to work well under pressure, in a fast-paced school environment. We are looking for an organised individual who will uphold the vision and ethos of the academy at all times, providing an excellent customer service.

### The successful candidate will:

- lead on the day to day HR service provision, working collaboratively with the HR Manager, HR Assistant, the academy's People Business Partner and Centralised People support service
- have experience of working in HR and using a HR database
- have experience of working in a similar role in a school environment (Desirable)

If you are ready to add further value to our **HR Team** and to work alongside a brilliant school leadership team, then you will find this job extremely rewarding.

## About Ark Victoria Academy

***Aim high, be brave, be kind, keep learning!***

Ark Victoria Academy is a high performing school across all key stages, providing pupils with a unique journey in their education through the curriculum, personal development programme, student experience offer and the vast range of opportunities that we are able to provide as an all-through school. 73% of all grades awarded at GCSE 2023 are grade 4 and above, against a national figure of 68%. 67% of students gained a grade 4 or above for English and maths. At KS2 82% of pupils gained the expected standard in reading, writing and maths, against a national figure of 59%. 87% of our pupils achieved the expected standard in reading and 85% in maths. Our provisional P8 score of +0.55, which based on last year's results would place us in the top 20% of all schools.

Whilst being a large school, we are able to retain a family feel, to nurture our pupils through their schooling and ensure that they leave us with the skills and qualifications necessary to continue their journey of life-long learning in a university or career of their choice.

It's for this reason that Ark Victoria Academy was judged 'Good' by Ofsted in May 2019, with a strong emphasis on expert subject knowledge from our teachers, strong teaching and leadership and a focus on excellence for our students and staff.

Find out more about us on <https://arkvictoria.org/>

### Why work for our school?

Hear what our teachers have to say about working at Ark Victoria Academy:

<https://arkvictoria.org/jobs/working-for-us>

- We take CPD seriously, which is why we offer twice the number of training days as standard
- Our school's 'Wellbeing Wednesdays' are a great hit – get in touch to find out more
- Our staff can take advantage of our on-site fitness suite
- Access to Ark Rewards scheme offering up to £1,000 a year in savings from over 3,000 major retailers
- Interest-free loans of up to £5,000 available for season tickets or a bicycles
- Gym discounts offering up to 40% off your local gym

For an informal, conversation about the role please contact HR Manager, Kelly Mubarik on 0121 393 4459 or [k.mubarik@arkvictoria.org](mailto:k.mubarik@arkvictoria.org)

### How to Apply:

Please visit <https://arkvictoria.org/jobs/vacancies> and submit your application. Please note we will be reviewing applications on an on-going basis and this advert may close earlier than advertised depending on the level of response.

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Ambitious

Resilient

Kind

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# Job Description

## Key Responsibilities

### HR Systems, Data and People Management

- To support in the management of the day to day HR service provision, working collaboratively with the HR Manager, HR Assistant, 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
- 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
- Assisting the Senior Leadership Team and Academic Cover Manager with cover on a daily basis

### 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,

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- 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

### Qualifications

- Qualified to degree level (desirable)
- GCSE at grade C or above in English and Maths (or equivalent)
- HR (CIPD) qualification or working towards this

### 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 its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click [this link](#).*

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## Executive Principal

I am delighted and proud to welcome you to Ark Victoria Academy, a family school in the heart of Small Heath. I joined our academy in 2019 and am working hard with our pupils and staff to make sure our school continues to improve. We want to provide an excellent education for each and every one of our pupils.



As Principal, it is my responsibility to create an environment in which your child can become a confident, articulate, resilient and kind young adult. Our curriculum, enrichment programme and student experience days, help ensure our pupils learn, thrive and make progress. We are committed to preparing and supporting our pupils to go on to pursue careers they are passionate about, contributing positively to society and living happy, healthy and fulfilled lives.

Our school community works hard to ensure our values of being **ambitious**, **resilient** and **kind** underpin our work and are upheld by us all.

We know that all children can and will achieve success and our dedicated staff work hard to nurture, support and provide challenge, to make this a reality. We welcome and value the input of carers and parents; together, we work hard to help realise the dreams and ambitions of our children and their families.

Please take a look around our website to find out what we can offer your child. The best way to really understand our school is to experience it. I would love to show you around and answer any questions you may have.

**Ms Ela McSorley, Executive Principal**

## Being part of the Ark network

Ark is an international charity, transforming lives through education. We exist to make sure that every child, regardless of background, has access to a great education and real choices in life. We know that great schools need great teachers, which is why we offer you the very best training and support at every stage of your career - from starting out as a trainee to running your own school.

Our highly-successful network of 39 schools educates over 20,000 students across Birmingham, Hastings, London and Portsmouth. They are achieving some of the best results in the country despite being largely in areas of historic academic underachievement.

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**Ambitious**

**Resilient**

**Kind**





Ark schools prioritise six key principles: high expectations; excellent teaching; exemplary behaviour; depth before breadth; more time for learning; knowing every child.

Ark invests significantly in a number of professional development programmes which complement academy level training:

- The Ark training menu: we have developed a bespoke training menu, which is accessible by all staff in the network offering a wide range of training modules to staff in all roles
- Network support: schools share CPD, allowing us to share best practice and role specific training across the network, facilitated by in-school and central staff
- Ark staff receive 10 training days each year rather than five creating time to collaborate with subject specialists within each school and across the network

Ark is at the forefront of changing education society through education. You can read more about how Ark is transforming lives through education [here](#).

## Ark Safer Recruitment Procedure

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

### Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

### Reference checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

### Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.