**Job Description: HR Officer**

**Reporting to:** Operations Manager

**Location:** Ark Acton Academy

**Contract:** Permanent

**Working Pattern:** Term time only plus 4 weeks (36 Hours per week, working hours to be agreed with the line manager.

**Salary:** Ark Support Scale 8: Pay Points 19- 29 **Pro-Rata**

The Role

As an integral member of the operations team, you will lead on the day-to-day HR service provision across the academy. You will manage HR administration and provide a high quality and confidential advisory HR service. This role requires the post holder to be capable of operating with high levels of autonomy, although you will be supported by your line manager and the Regional People Business Partner, as well as a central “AskHR” service.

Key Responsibilities

**Recruitment and Selection**

* Co-ordinate and manage recruitment and induction processes in accordance with safer recruitment, KCSIE and Ark HR policies across the Academy.
* Manage candidate screening, interview scheduling/preparation and hiring outcome processes, utilising the Academy’s ATS.
* Manage relationships with relevant recruitment agencies and the Ark central HR and recruitment teams, ensuring the most cost-effective provision of staffing for the Academy.
* Process staff appointment documentation for successful candidates, including offer letters, contracts of employment and all pre-employment and safeguarding checks and induction details.
* Ensure all pre-employment checks, including right to work checks, are carried out in line with safer recruitment guidance and current employment law.
* Ensure a meaningful induction and probation process is in place for all new starters.

**Employee Relations, Policies and Procedures**

* To lead on the day-to-day HR service provision, working collaboratively with the academy’s People Business Partner and Centralised People support service.
* 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.
* Support 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.
* Develop trusted relationships with colleagues across the school and network.
* Support with workforce planning across the academy.

**HR Systems, Data Management**

* Manage the HR Information System (Bromcom) ensuring that employee records are accurate and up to date.
* Create and produce reports using the HR information systems to produce key HR insights.
* To maintain an accurate and up-to-date Single Central Register (SCR) in accordance with the Keeping Children Safe in Education Regulations and Ofsted
* Manage the Academy’s School Workforce Census and annual return.
* Use of school systems, including Inventory, Ed aware and other software systems in relation to the role.
* Maintain and update the Ark recruitment system.

**Performance Management, Appraisal and Staff Training**

* Support Line Managers through the induction and probation process.
* Support line managers through the performance management process as required.
* Co-ordinate and monitor the completions of performance management processes.
* Develop and maintain a staff training record of statutory training.
* Manage annual pay review, implementing annual pay award.

**General HR Administration**

* Maintain an accurate paper and electronic filing system for personnel records.
* Complete a range of HR related paperwork and produce high quality, accurate HR letters.
* Process staff changes, staff leaving documentation and arrange exit interviews.
* Monitor probation periods, ensuring compliance with Ark probation policy.
* Assist and support on HR projects as and when required.
* Ensure compliance with current employment law, HR best practice and Ark HR policies and procedures.
* Monitor absence management, including reporting and recording processes.
* Comply with Central HR requirements, providing information returns in a timely manner.
* Assist and support on HR projects as and when required.

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
* Carry out other reasonable tasks as directed by your line manager.

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 3 or 5) qualification or working towards this level or other HR Qualification (Desirable)
* Willingness to undertake professional development to complete HR qualification

**Knowledge, Skills and Experience**

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

Behaviours and Characteristics

* 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 multitask 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*](https://arkschools.sharepoint.com/%3Ab%3A/g/ArkNetCentral/hr/EcXQDSjo9UpCpgk8lDWMN0sBVG6GBUTVWVXp9c5KkW-tog?e=bfdlES)*.*