

Job Description: People Assistant

Reports to: People Services Manager

Location: Currently operating hybrid working in our West London Office

Contract: Permanent

Pattern: Full Time (standard hours 9am – 5.30pm)

Salary: £25,712 to £28,000 (depending on experience)

About the role:

We are looking for a motivated and detail orientated People Assistant to join our Ark Central People Operations team. In this role, you will support our Central Ark teams with thorough and effective administrative support, including: payroll, pensions, employee benefits, people systems management, employee lifecycle events and first line support response to employees.

This is an excellent opportunity for someone looking to grow their career in human resources within a fast-paced and collaborative environment.

Key Responsibilities:

Reporting to the People Service Manager and working closely with the People Officer and others in the team this role is primarily focused on the following areas:

- Timely and accurate monthly processing and reconciling of payroll, pensions, employee benefits
- Resolving first line employee support queries
- Administration of all employee lifecycle events: offer letters, contracts, contract variations and references
- Responsible for maternity, paternity, adoption and parental leave processes and queries from Ark Central's employees
- Ensuring probation, performance appraisal and sickness management procedures are completed for Ark Central's employees
- Providing guidance to staff and line managers on company policies and procedures
- Updating HR systems with new starter information, absences, leavers, and other changes
- Develop reports and monitor data as required
- Employee benefits administration for all Ark employees across the network

Person Specification: People Assistant

Knowledge & Skills

- Experience of working in a fast-paced HR function
- Experience of starter and leaver processes (including contracts)
- Familiarity with working with HR data systems
- Understanding of processing and administrating payroll and pension monthly from start to finish
- In-depth knowledge of payroll and pensions
- Word, Excel and other Microsoft products - experience with using data sheets, formula and reporting

Personal Qualities

- High attention to detail
- Highly organised, ability to plan and prioritise own workload ensuring the meet deadlines effectively
- Pro-active and inquisitive nature

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](#).

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).