



Bolingbroke Academy

Job Description: HR Officer

- **Reporting to:** Principal
- **Responsible for:** Cover Supervisor
- **Start date:** February or March 2018
- **Salary:** Ark Support Staff Pay Scale (Inner London), Band 8, Points 27 - 34
- **Hours:** 40 hours per week term time, plus 79.4 reserved hours to be worked as specified by LM and/or Principal

The Role

- To manage and deliver a proactive, effective and efficient day to day HR service to the Academy, ensuring compliance with Ark HR policies.

Key Responsibilities

- To provide an effective HR support and guidance service to the Academy. Lead on the day to day HR Service provision and administration.
- Work collaboratively with a range of internal and external partners, including the Ark People Business Partner, to ensure that HR support and administration is being delivered effectively.
- Implement and review HR systems to support on the timeliness and accuracy of completing HR processes.
- Provide high quality, professional advisory services to the Principal, and Senior and Middle leaders in the Academy.

This will include:

- the provision of advice to the Principal, managers and Governors on employment practices, pay and conditions of service, and legal and best practice implications of employment issues;
- advising and supporting a wide range of HR issues, including discipline, capability, absence and grievance, together with attendance at meetings;
- supporting on change management programmes/initiatives, ensuring that all activities are firmly aligned with the needs of the organisation and consistent with their legal obligations;
- establishing productive and proactive dialogue with employees and their representatives to facilitate change, resolve conflict and promote a positive working environment;
- the provision of monthly payroll information to the Academy Finance team, to ensure that payroll actions are completed on time;
- ensuring that all personnel files are updated and maintained and that all contractual changes / new starters / leavers are administered properly and in a timely way;
- managing, monitoring and reviewing the Single Central Record (SCR) as necessary, ensuring that all safer recruitment and safeguarding requirements are being fully met;

- ensuring that sickness absence is robustly managed and managers are coached in managing and supporting employees in line with the Absence Management Policy;
- ensuring that performance management reviews are carried out in a timely way, supporting managers and employees through the process.
- monitoring the performance management cycle, providing regular updates to managers;
- managing and overseeing the recruitment process to ensure that the candidate has a positive experience from start to end and that all documentation is completed in a timely way;
- liaising with the Central Recruitment Manager over vacancies and updating the People Business Partner;
- ensuring that managers are supported through the recruitment process;
- overseeing and coordinating effective on-boarding and staff induction;
- ensuring the effective and timely completion of probation reviews, providing support to managers as required;
- analysing, maintaining and effectively using HR data and metrics to inform appropriate HR actions that need to be taken;
- reporting to the Principal and the People Business Partner on outstanding and completed HR actions;
- supporting on the learning and development programme; identifying learning and development needs and appropriate training strategies
- keeping 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;
- Line and performance manage the Cover Supervisor as per Academy policy, taking necessary corrective action where there is any ineffective practice;
- undertake the duties and responsibilities within the broad remit of Ark Schools' policies and procedures.

Other

- The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.
- Undertake training and development relevant to the post.
- To demonstrate flexibility and reliability to meet the needs of the Academy.
- To help create a strong Academy community characterised by consistent, orderly behaviour and caring, respectful relationships.
- To demonstrate discretion and an understanding of confidentiality at all times.
- To demonstrate a commitment to equality of opportunity for all members of the Academy's community.
- To meet the expectations of all Bolingbroke staff as laid out in the Staff Expectations Policy.
- To uphold the Academy's policies with consistency and diligence, including the Academy's Safeguarding, Health and Safety, and Equality and Diversity Policies.



Bolingbroke Academy

Person Specification: HR Officer

Qualification Criteria

- Right to work in the UK (Essential)
- Educated to degree level (Desirable)
- CIPD qualified or working towards CIPD qualification (Desirable)

Experience

- Up-to-date knowledge and understanding of human resources best practice and a thorough understanding of the practical application of employment law.
- Knowledge and understanding of key human resources processes.
- Successful experience leading on human resources, including interpreting and applying terms and conditions of service and contracts of employment.
- Knowledge and understanding of key educational issues.
- Sound experience of managing and bringing to a successful conclusion complex and contentious human resources casework including discipline, grievance, capability and harassment.
- Ability to work collaboratively to review, develop and implement effective human resources policies and procedures.
- Ability to analyse and interpret complex information and prepare and deliver briefings and or presentations.
- Demonstrate successful experience promoting and implementing equalities and diversity considerations in all aspects of Human Resources Management including organisation development.
- Successful experience working collaboratively on change management initiatives and projects.

Personal Qualities

- Drive and enthusiasm for delivering a high quality HR service that consistently produces positive and business focused outcomes.
- Ability to make sound judgements and assess potential problems at both strategic and operational level.
- Ability to inspire confidence among academy principals and senior colleagues.
- Ability to communicate in a fluent and adaptive manner; experience of successfully influencing opinion and generating support.
- Strong people management skills and experience of delivering results through people.
- Professional integrity and resilience.
- Thrives in fast paced and often ambiguous environments.
- Able to use discretion intelligently, resourceful and solution-oriented.
- Able to manage conflicting priorities and achieve stretching objectives.

- Will be business aware with strong commercial acumen and a creative approach.
- Customer driven, pragmatic, action oriented style.
- Ability to work effectively with a broad range of stakeholders and partners.
- Ability to be creative and analytical in order to develop flexible creative solutions to complex HR issues.

Specific Skill

- Strong administrative and organisational skills.
- Excellent written and oral communication skills.

Values

- Committed to equality of opportunity and the safeguarding and welfare of all pupils.
- Personal vision is aligned with Ark's high aspirations and expectations of self and others
- Genuine passion and a belief in the potential of every student

Other

- Willingness to undertake training.
- This post is subject to an enhanced Disclosure and Barring Service 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.