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**HR Administrator**

*The very best training and support, helping you to make a real difference where it matters most.*

**Start date:** August 2017

**Salary: :** Ark Support scale, band 6, £18, 745 - £23, 399 pro rata. Actual Salary £17, 287. 98 - £21, 580. 23, depending on experience **Location**: Sparkbrook, Birmingham

**Deadline: 11am, Wednesday 28th June  
Interview:** w/c 3rd July  
**Hours:** 36 hours per week, Term Time only + 3 weeks

**Contract:** Permanent, Full-time

*Visits to our school are encouraged; to arrange, please contact Yusra Jahan on 0121 773 8156 or email* [y.jahan@arkboulton.org](mailto:y.jahan@arkboulton.org)

Ark Boulton Academy joined the Ark network in 2015 and is undergoing a transformation. It is now under a strong and effective leadership team, part of the network that turned nearby Ark St Alban’s Academy from failing to outstanding with some of the best results in the country. Join us in turning our school around and having a real impact on our students’ lives.

We are looking for an outstanding HR Administrator with a commitment to achieving excellence. As an integral member of the Finance and Resources team, the post holder will take responsibility for HR Administration within the academy, undertaking duties across a range of HR activities including recruitment and selection, data management and reporting, compliance and general HR administration as well as supporting School Administration team when required.

**Our ideal candidate will:**

* have a genuine passion and belief in the potential of every pupil
* have experience of HR administration
* be detail orientated and able to take ownership of tasks and work with minimal supervision
* be professional, highly organised, able to multi task and meet deadlines
* be team oriented with a flexible approach and a ‘can-do’ attitude
* have excellent oral and written communication skills
* be committed to our ethos of high expectations and no excuses.

As a staff member at Ark Boulton Academy, you will be part of Ark, an international charity and one of the UK's most successful multi-academy trusts, with a network of 35 schools in 4 locations across the country. **Click** [**here**](http://arkonline.org/the-best-support) **to find out more about the benefits of work for Ark Boulton Academy**

To find out more about Ark Boulton, please visit [www.arkboulton.org](http://www.arkboulton.org).

Please apply via <https://goo.gl/hLJmMz> . Applications will be reviewed as received, so you may hear from us before the closing date which is **11am, Wednesday 28th June 2017.**

If you would like any further information or wish to discuss this role, please contact the Recruitment Team on 020 3116 6345, or [recruitment@arkonline.org](mailto:recruitment@arkonline.org)

*Ark is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check.*

**Job Description: HR Administrator**

**Reports to:** HR Officer

**Start date:** August 2017

**Hours:** 36 hours per week, Term Time only + 3 weeks **Salary:** Ark Support scale, band 6, £18, 745 - £23, 399 pro rata. Actual Salary £17, 287. 98 - £21, 580. 23, depending on experience

**The Role**

As an integral member of the Finance and Resources team, the post holder will take responsibility for HR Administration within the academy, undertaking duties across a range of HR activities including recruitment and selection, data management and reporting, compliance and general HR administration as well as supporting School Administration team when required.

**Key Responsibilities**

**Recruitment and Selection**

* To co-ordinate the recruitment processes across the academy, including scheduling and booking interviews and producing recruitment panel packs.
* To process staff appointment documentation for successful candidates, including offer letters, contracts of employment and all pre-employment checks and induction details

**Data Management and Reporting**

* To manage the HR Information System to ensure that electronic employee records are accurate and up to date. 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 (a requirement of OFSTED)
* To contribute to the school workforce census annual return
* To keep and hold a central HR policies file, both electronic and printed, ensuring that all current Ark HR related policies and procedures are available

**Compliance**

* To administer absence reporting and recording processes, ensuring that all absence is reported, recorded and followed up in accordance with the appropriate ARK policies and procedures
* To co-ordinate the performance management process, ensuring that managers complete performance management meetings and paperwork on time
* To take responsibility for ensuring that the probation process is managed effectively
* To coordinate the staff induction process and ensure that it is effectively managed

**General HR Administration**

* To maintain an accurate and up-to-date paper and electronic filing system for personnel
* records
* To complete a range of HR related paperwork and liaise with Payroll to ensure that new starters, leavers and changes to salaries are actioned appropriately
* To process staff changes and staff leaving documentation and arrange exit interviews
* To produce a range of HR letters and correspondence (e.g. variation to contract letters, maternity, holiday entitlement) from standard templates
* To take minutes at formal meetings (e.g. Discipline, grievance, capability)
* To monitor the use of fixed term contracts and ensure that issues are followed up appropriately

**Other**

* To work in collaboration with the Ark Schools HR team as appropriate.
* To covering for absent colleagues and undertake other duties commensurate with the grade
* Supporting reception staff in administrative duties as appropriate.

**Person Specification: HR Administrator**

**Qualification Criteria**

* Right to work in the UK (Essential)
* Educated to level 2 in English and Maths (Essential)
* HR qualification (Certificate in Personnel Practice (CPP) or other relevant qualification) (Desirable)

**Experience**

* Experience of working in HR administration (Essential)
* Experience of working in a similar role in a school environment (Desirable)
* Experience of using a HR Database (Desirable)

**Personal characteristics**

* Genuine passion and a belief in the potential of every pupil
* Flexible, highly organised and able to multi task and prioritise work to meet deadlines
* Helpful and positive nature and ability to stay calm and diplomatic under pressure
* Understanding of the importance of confidentiality and discretion
* Resilience and determination to support HR processes
* Detail orientated and able to take ownership of tasks and work with minimal supervision

**Specific skills**

* Good IT skills. including the ability to confidently use Microsoft Word and Excel
* Strong administrative and organisational skills
* Excellent written and oral communication skills

**Other**

* Commitment to the safeguarding and welfare of all pupils.
* This post is subject to an enhanced Criminal Records Bureau disclosure.

*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*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check*.