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**HR Officer**

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

**Start date:** August/September

**Salary: :** Ark Support scale, band 7, £21, 268 - £26, 822, pro rata. Actual Salary £19, 614.87 - £24, 737.16, 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 now looking to recruit an experienced and professional **HR Officer.** You’ll be responsible for the delivery of a proactive, effective and efficient day to day HR service. Working under the guidance of the HR Business Partner, you will lead on the day to day HR service provision in the school and support and supervise assistants within the HR team.

The role involves providing high quality advisory services to the Principal, Finance and Resources Director and senior and middle leaders, as well as ensuring HR systems and processes are fit for purpose.

The ideal candidate will:

* have up-to-date knowledge and understanding of human resources best practice and a thorough understanding of the practical application of employment law
* have knowledge and understanding of key human resources processes
* hold Chartered CIPD qualification
* have successful experience leading on human resources, including interpreting and applying terms and conditions of service and contracts of employment
* have the ability to influence, motivate and persuade at all level
* have a genuine passion and a belief in the potential of every pupil

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/SRh0fB> . 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 Officer**

**The Role**

To manage the delivery of a proactive, effective and efficient day to day HR service. The post holder will ensure that strategies are in place to balance the needs of individual academies whilst supporting the delivery of Ark’s strategic objectives.

**Key responsibilities**

* Work under the guidance and direction of the HR Business Partner
* Lead on the day to day HR Service provision
* Support, direct and supervise the work of more junior HR colleagues
* Work collaboratively with a range of internal external partners to ensure that HR 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, Finance and Resources Director, Senior and Middle leaders in the academy

This will include:

* provision of advice to Principals, 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
* Lead on the provision of payroll notification and documentation, working in collaboration with the Finance and Resources Director, to ensure that payroll actions are completed on time
* Ensure that all personnel files are updated and maintained (both electronically and paper) and that all contractual changes / new starters / leavers are administered properly and in a timely way
* Manage, monitor and review the Single Central Record (SCR) as necessary, ensuring that all safer recruitment and safeguarding requirements are being fully met
* Ensure that sickness absence is robustly managed and managers are coached in managing and supporting employees in line with the Absence Management Policy
* Ensure that performance management reviews are carried out in a timely way. Ensure that managers and employees are supported through the process. Monitor the performance management cycle, providing regular updates to managers.
* Oversee 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
* Liaise with the Central Recruitment Manager over vacancies and update the HR Business Partner
* Ensure that managers are supported through the recruitment process
* Analyse, maintain and effectively use HR data and metrics to inform appropriate HR actions that need to be taken
* Report to the Principal / Finance and Resources Director (and senior managers) / the HR Business Partner on outstanding and completed HR actions
* Support on the learning and development programme, identifying learning and development needs and appropriate training strategies
* 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
* 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.

**Person Specification: HR Officer**

**Qualifications**

* Educated to degree level
* Chartered CIPD

**Knowledge and 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 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
* Able 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
* Experience of working in partnership and collaboration; able 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.

**Values**

* 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
* Motivation to continually improve standards and achieve excellence above norms.

**Other**

* 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*](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*.