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HR Officer

*Candidate*

*Information Brief*

**June 2017**

Dear candidate,

Thank you for taking the time to find out more about King Solomon Academy and Ark Paddington Green Primary Academy in Westminster and the possibility of working here. Included in this information pack is information about the academy and the role of HR Officer. This is a unique opportunity to be part of an outstanding school, which seeks to redefine what is possible for a school serving an inner-city community.

We are looking to recruit an experienced and highly-organised HR Officer to join the Operations team. The successful candidate will be required to co-ordinate a confidential, personal and sometimes sensitive human resources administrative function for the academy. Duties include coordinating recruitment and selection, absence management, data management and reporting.

The community is an all through school and it has grown year-on-year since opening in 2007 and it is now a fully-functioning all-through school, serving 60 pupils per year from Nursery to Year 13. With around 900 pupils, the community has now been joined by our new local partner school Ark Paddington Green Primary Academy, which joined the Ark network in 2016, as smaller school with around 300 pupils.

The successful candidate will be a highly skilled administrator and communicator, capable of administering the HR processes and procedures for a growing, talented and diverse staff team and confident in advising all staff and leaders on a variety of people management and professional development matters

To apply, please complete the application form via <https://goo.gl/SZpN35> by **11am** on **Monday 24th July.**

For an informal conversation about the role, please contact Francesca Waters, Recruitment Manager at [recruitment@arkonline.org](mailto:recruitment@arkonline.org) and 0203 116 6345.

We wish you the best with your application.

Yours sincerely,



Max Haimendorf Principal   
King Solomon Academy

**Job Description: HR Officer**

Reports to: Operations Director

Start date: As soon as possible

Salary: Ark support scale 7, £ 24,741-£30,294 per annum paid pro rata (actual salary £22,272 - £27,271)

Hours of work: 5 days (36 hours) per week, 41 weeks per year (exact hours and weeks worked are somewhat flexible)

The Role

As an integral member of the Operations team, the post holder will take responsibility for HR Administration within the academy, providing a high quality, efficient and confidential HR service. They will undertake a range of duties including recruitment and selection, administration of appraisal and staff development processes, maintaining an up-to-date Single Central Record, absence management, data management and reporting, compliance, general HR administration and the implementation of new local HR initiatives.

Key Responsibilities

**Recruitment and Selection**

* To review, revise and draw up job descriptions, and liaise with relevant agencies
* To co-ordinate the recruitment processes across the Academy, including scheduling and booking interviews, liaising with the candidates, administering and marking tests and producing recruitment panel packs
* To attend interviews as required and to provide feedback to candidates after interview, whether successful or not
* To process staff appointment documentation for successful candidates, including offer letters, contracts of employment and all pre-employment checks, including DBS and reference checks
* To oversee the initial induction process once the candidate is in post.

**Employee Relations, Policies and Procedures**

* Provide generalist first line HR advice to line managers to ensure compliance with employment legislation as well as a positive employee relations climate, referring to Ark HR as necessary
* Provide day to day support and advice to employees in all HR matters referring to Ark HR as necessary
* Support with employee relations casework in conjunction with Ark HR colleagues e.g. note taking at grievance and disciplinary meetings, arranging absence and capability meetings etc.
* Assist in the review and development of local HR procedures in line with Ark central HR policies
* To assist senior management with employee welfare initiatives.

**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, and regular and ad hoc reporting.
* To maintain an accurate and up-to-date Single Central Register (SCR) which is a requirement of Ofsted and keep up-to-date with changes to legislation
* To co-ordinate the Academy’s School Workforce Census annual return
* To ensure that all current HR related policies and procedures are available to staff in both electronic and printed form.

**Performance Management, Appraisal and Staff Training**

* Conduct analysis and organise documentation for performance management processes
* Support line managers through the performance management process as required
* Provide advice on training and development and arrange relevant training
* Ensure that training needs identified in the appraisal process are carried out and recorded
* To develop and maintain a staff training record of statutory training, e.g. fire safety, first aid etc.

**Compliance**

* To oversee absence reporting and recording processes, ensuring that all absence is reported, recorded and followed up with the relevant Line Manager in accordance with the appropriate policies and procedures
* To co-ordinate the performance management process, ensuring that Line Managers complete performance management meetings and paperwork on time
* To take responsibility for ensuring that the probation process is managed effectively, probation reviews are completed and recorded on snowdrop
* To coordinate the staff induction process and ensure that it is effectively managed
* To maintain an up-to-date knowledge of current employment law and best practice.

**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
* 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)
* 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
* To introduce and produce a monthly HR bulletin for all staff.

Other

* To assist with the development and implementation of new HR systems and processes
* To support the Opeartions Director and Finance Director in other related tasks such as payroll and pension administration
* To assist the leadership team with HR support and training to other Academies as they join the network
* To work in collaboration with the Ark Schools HR team
* To cover for absent colleagues and undertake other duties as defined by the leadership team of the school

**Person Specification: HR Officer**

Qualification Criteria

**Essential**

* Right to work in the UK
* Educated to level 2 in English and Maths

**Desirable**

* Degree level education
* HR qualification (Certificate in Personnel Practice (CPP) or other relevant HR qualification).

Experience

**Essential**

* Experience of working in HR administration.

**Desirable**

* Experience of working in a similar role in a school environment
* Experience of using an HR Database
* Experience of taking minutes for meetings.

Personal Characteristics

* Genuine passion for working in an Academy and a belief in the potential of every pupil
* Professional outlook, highly organised, able to multi task and meet deadlines
* As the Academy grows, it is likely that this role will evolve and develop and it is therefore essential that candidates are able to be flexible with a ‘can do’ approach.
* 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 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 Disclosure and Barring Service check
* To undertake any other responsibilities as directed by the Line Manager or the Head Teachers



Principal – Max Haimendorf

**Max Haimendorf graduated from Oxford and joined the first cohort of the Teach First programme, teaching Science in West London. Following work at Teach First central office he joined the consultants Oliver Wyman where he worked in finance strategy. Whilst there he wrote about the importance of small schools in Teach First’s first Policy Paper, Lessons from the Front. In 2008 he was appointed as Secondary Headteacher of King Solomon Academy, starting the Secondary part of the school in September 2009. He has now led KSA through two outstanding Ofsted inspections and to achieve the highest GCSE results in the country for a non-selective school in 2015. He became all-through Principal of KSA and Executive Principal of Ark Paddington Green Primary Academy in September 2016.

*“We are dedicated to doing whatever it takes to ensure each of our pupils has the chance to attend an academically rigorous university.”* **Max Haimendorf**