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**Isaac Newton Academy, Redbridge**

**Principal: Rachel Macfarlane**

**Senior Human Resources Officer**

**Brand-new all-through mixed 4-18 comprehensive in Redbridge.**

In September 2012 Isaac Newton Academy opened with its inaugural cohort of 180 year 7 students. In 2014 the primary phase opened with 90 pupils per year group. The school will grow, year on year, to become a 4-18 academy of nearly 2000 students.

We are looking to appoint an exceptional Senior HR Officer to take responsibility for the management of all HR activities within the academy including recruitment, policies, employee relations, data management and reporting and compliance.

**The successful candidate will:**

* have experience of working in an HR role
* have experience of using an HR database
* have, or working towards, an HR qualification (Certificate in Personnel Practice (CPP), CIPD or other relevant HR qualification)
* have a genuine passion for working in an academy and a belief in the potential of every pupil

If you have any technical issues with the application form, please contact our recruitment team on 0203 116 6345 or [recruitment@arkonline.org](mailto:recruitment@arkonline.org). For a candidate information pack or an informal, confidential discussion please contact the HR Office on 020 8911 6666 or e-mail [recruitment@isaacnewtonacademy.org](mailto:g.webb@isaacnewtonacademy.org).

To apply please go to <https://goo.gl/Fq9sH0> .Please complete your application by **Midday on Monday 21st August 2017**

**Location:** Ilford, Redbridge

**Start date:** As soon as possible

**Salary:** Ark Support Staff scale (Outer London) Band 8: £25,762-£31,683  
**Hours of work:** 36 hours a week, 52 weeks per annum

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

## Job Description: Senior HR Officer

**Reports to:** Finance and Resources Director

**Start date:** As soon as available

**Salary:** Ark Support Staff scale (Outer London) Band 8: £25,762-£31,683

**Hours of work:** 36 hours a week, 52 weeks per annum (some annualised hours)

**The Role**

As an integral member of the Finance and Resources team, the post holder will take responsibility for the managing HR activities within the academy, undertaking duties across a range of HR activities including recruitment, policies, employee relations, data management and reporting, compliance and overseeing general HR administration.

**Key Responsibilities**

**Recruitment and Onboarding**

* In liaison with Ark Central, research the most effective recruitment strategies, making recommendations to SLT
* To oversee the HR Administrator in the recruitment administration processes across the academy
* To liaise with agencies to find both long and short term supply and work with the central recruitment team to develop outreach strategies for attracting talented employees
* To oversee the management of the recruitment system and ensure the status of all candidates is up to date.
* To oversee the processing of staff appointment documentation for successful candidates, including offer letters, contracts of employment and all pre-employment checks.
* To provide routine advice on the terms and conditions of employment and personnel procedures to new starters.
* To design / refresh and implement an induction procedure for all new starters.
* To be responsible for ensuring a robust induction process for all new starters, supporting and training line managers where required

**Policies and People**

* Provide first line advice on all HR policies to staff
* To provide robust employee relations advice in line with the school policies, including absence management, disciplinary, capability and grievance
* To systematically manage probation reviews across the academy, providing advice and guidance in situations where the probation period may not be passed
* Manage all matters with regards to maternity (including risk assessments), paternity, shared parental, adoption and parental leave and pay in line with Ark policy and current legislation
* Process all flexible working requests in line with current legislation
* To liaise with Ark HR on complex employee relations or contractual matters
* Prepare casework packs for all formal meetings
* Ensure that staff are notified of any change in HR policy
* To minute all HR related meetings including investigation, capability, disciplinary etc.

**Data Management and Reporting**

* To manage the HR Information System (MyHR) 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 produce and analyse weekly reports on sickness absence and liaise with the relevant line managers
* To produce HR data for inclusion in the Principal’s report to Governors
* To maintain an accurate and up-to-date Single Central Register (SCR) (this is a requirement of Ofsted), reporting to the FRD.
* To co-ordinate the academy’s School Workforce Census annual return.
* To analyse and report to the Principal and the relevant Ark central teams on exit interview data

**Payroll and pension services**

* To liaise with the FRD, payroll and Local Government pension services
* To liaise with Teachers’ Pensions Agency, DfES and other relevant outside bodies on matters affecting staff’s terms and conditions
* To complete starter and leaver paperwork for Local Government Pensions and provide reports for the Teacher’s Annual Pension return
* To update salary details and check the payroll on a monthly basis
* To liaise with payroll over any discrepancies

**Line management**

* To line manage the HR Assistant, ensuring the development of effective HR processes and administration
* To carry out weekly line management meetings and bi-annual performance management meetings
* To ensure that the HR Assistant receives effective training and support in all relevant areas.

**Middle Leadership**

* To be a Middle Leader within the operational team, contributing to the Academy’s Extended Leadership Team
* To take the lead on the HR element of the Academy’s improvement plan
* To draft agendas and lead HR team meetings as part of the Academy’s meeting cycle.

**Compliance**

* To oversee the administration of absence reporting and recording processes, ensuring that all absence is followed up with the relevant line manager in accordance with the appropriate policies and procedures.
* To support the Principal in the co-ordination of the performance development process, ensuring targets are input into MyHR

**General HR Administration**

* To maintain an accurate and up-to-date paper and electronic filing system for personnel record.
* To complete a range of HR related paperwork
* To process staff changes and staff leaving documentation and prompt line managers to carry out exit interviews.
* To produce a range of HR letters and correspondence (e.g. variation to contract letters, maternity and 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 assist with the development and implementation of new HR administration processes
* To administer current benefits such as child care vouchers, pensions etc.
* To deal with enquiries and correspondence, drafting responses and routine letters on behalf of the FRD and Principal
* To support the FRD in other related tasks such as pension and payroll administration

**Other**

* To work in collaboration with the Ark HR team as appropriate.
* To cover for absent colleagues and undertake other duties commensurate with the grade.
* To support administration and other operations as and when required.
* To maintain a presence around the school to ensure that the highest standards of behaviour and site usage are upheld.
* To communicate and liaise with staff, students, parents, governors and members of the local community as appropriate.
* To be active in issues of staff and student welfare and support.
* To act as a test/exam invigilator as required.
* To comply with and assist in the development procedures
* To be actively involved in the academy’s enrichment provision.
* To act as a BRIDGES mentor.
* To support with whole school initiatives, attending whole school events and assemblies.
* To undertake training and development relevant to the post and in line with the Academy’s priorities.
* To undertake any other professional duties as set down in the ARK Schools pay and conditions of service document, and as directed by the Principal.

**Person Specification: Senior HR Officer**

**Qualification Criteria**

**Essential**

* Right to work in the UK
* Educated to O level/GCSE in English and Maths
* Current, or working towards an HR qualification (Certificate in Personnel Practice (CPP), CIPD or other relevant HR qualification)

**Experience**

**Essential**

* Experience of working in an HR role
* Experience of using an HR Database

**Desirable**

* Experience of working in a similar role in a school environment

**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 and work with minimal supervision
* Strong administrative and organisational skills
* Excellent written and oral communication skills
* Vision aligned with the ARK and the academy’s high aspirations and high expectations of self and others
* An understanding of the strategies needed to establish consistently high aspirations and standards of results and behaviour in an urban school setting and commitment to relentlessly implementing these strategies
* The ability to work in close harmony with all staff
* The ability to follow instructions accurately, but make sound judgements and lead when required
* Excellent listening skills, literacy skills, numeracy skills and ICT skills (word, excel, internet, email and MIS/Facility databases)
* Strong interpersonal, written and oral communication skills
* Strong organisational and time-management skills and the ability to delegate appropriately
* Hard working, conscientious and accurate
* Approachable, calm and caring
* Passion, resilience and optimism to lead through day-to-day challenges while maintaining a clear strategic vision and direction
* A firm and constant belief in the unlimited potential of every student and a commitment to inclusive educational provision
* The ability to skilfully manage and maintain effective working relationships with parents, governors, community members and other stakeholders
* A commitment to the safeguarding and welfare of all students
* An understanding of the importance of confidentiality and discretion
* The ability to develop positive relationships with all young people
* The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop
* Confidence and self-motivation
* The ability to work well under pressure
* The ability to be decisive
* High levels of honesty and integrity
* A sense of humour and desire to have fun

**Other**

* Commitment to the safeguarding and welfare of all pupils
* Commitment to providing equality of opportunity
* This post is subject to an enhanced DBS check
* Willing to attend training appropriate to the post

*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.*