



Job Description: HR Assistant

Reporting to: HR Officer

Start date: ASAP

Contract: Permanent

Salary: Grade 6 - £27,073 - £29,419

Hours: Full-time OR part-time (days/hours to be negotiated)

The Role

This is an exciting opportunity to provide high level administration support across two schools. As the Academy's HR Assistant, you will help support the delivery of a proactive, effective and efficient day to day HR services undertaking various duties across a range of HR activities across two Ark Schools: Ark Evelyn Grace Academy and Ark Globe Academy.

Key Responsibilities

Recruitment and Selection

- To support the recruitment processes across the academy, including advertising, scheduling and booking interviews, liaising with candidates and producing interview panel packs and meeting and greeting candidates
- Assisting with the recording and tracking of job applications, including monitoring the Academy's HR inbox and external internet job portals
- Ensuring room and refreshments are ready before the interviews takes place
- Ensure new employees receive Induction Packs and associated information on their first day of employment
- Ensure all new starters have login details and an ID card before commencing their employment
- Support the maintenance of an accurate and up-to-date Single Central Register (SCR)
- Ensuring monthly holiday entitlement emails are sent to all support staff
- Assist the HR Officer with maintenance of confidential staff records. This will include:
 - Filing
 - Retrieving records for Senior Staff
 - Ensuring full records are maintained for all staff

General HR Administration

- Maintain an accurate paper and electronic filing system for personnel records
- Complete a range of HR related paperwork
- Process staff changes and staff leaving documentation
- Produce a range of HR letters, including offer letter and contracts of employment, and take minutes at formal meetings
- Daily monitoring of the HR mailbox, and assigning queries as appropriate
- Day to day tasks such as word processing, using excel spreadsheets, photocopying, filing, shredding and distribution of information
- Dealing with supply teacher requests
- Other administration as requested

Other

- Carry out other reasonable tasks as directed by Executive Principal, Vice Principal Business & Community and/or HR Officer
- To carry out first aid duties
- To undertake fire marshal duties, if and when required
- To undertake exam invigilation duties, if and when required
- To undertake morning and afternoon playground duties, if and when required
- To operate the cashless catering tills, if and when required



- Cater and set up for meetings and events, if and when required
- To be willing to undertake appropriate training in line with contractual duties
- To be flexible in regard to working hours
- Attend and support out of hours' academy events e.g. summer fair, parents' evenings
- This job description is subject to change with the agreement of the post holder

Person Specification: HR Assistant

Qualifications

- 5 A*-C or equivalent
- Right to work in the UK

Knowledge, Skills and Experience

- Excellent communication, writing and editing skills
- Excellent organisation and time-management skills with an ability to multi-task
- Accuracy and an eye for detail
- High level of proficiency with Microsoft Office Applications
- Able to build relationships with a range of stakeholders and anticipate others' needs
- Able to manage several projects at once, prioritising accordingly to meet all deadlines
- Able to take ownership of tasks and work with minimal supervision

Personal Characteristics

- Genuine passion for and a belief in the mission and purpose of the Academy
- Deep commitment to Ark's mission of providing an excellent education to every student regardless of background and belief in the potential of every pupil
- Operates with a spirit of flexibility and optimism
- Solution focused with a can-do attitude
- Helpful, approachable, positive and the ability to stay calm and diplomatic under pressure
- Keen to learn and further develop own skills
- Excellent interpersonal skills with children and adults
- Able to take direction but also be able to take initiative when required
- Exercises sound judgment, especially relating to confidentiality and discretion

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced Disclosure and Disqualification by Association

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click [this link](#).