



**Ark Victoria
Academy**

HR Assistant

Reporting to:	HR Manager
Start Date:	ASAP
Location:	Ark Victoria Academy, Talbot Way, Small Heath, Birmingham, B10 0HJ
Contract:	Permanent
Working Pattern:	40 hours per week (annualised hours, term-time only plus two weeks to be worked in the holidays – 41 weeks in total)
Working Hours:	7:30am – 4:00pm Monday – Friday, term time only plus two weeks
Salary:	Ark Support Pay Scale Grade 5, points 5 – 12 £23,500 - £26,421 per annum. The full salary will be received and will not be pro-rata).
Closing Date:	15th January 2024 at 11:00am
Interviews:	Week beginning 22nd January 2024

We are seeking a conscientious HR Assistant with excellent attention to detail join our diverse Operational team.

Ark HR Team won Ark’s trust-wide award for the ‘Best Admin Team’ in 2023.

You will be an integral member of the school’s on-site HR team, providing HR administration support to a high standard. As HR Assistant, you will undertake duties across a range of HR activities including recruitment and selection administration, data management and reporting, payroll administration and HR compliance.

The right candidate will be an excellent team player and will demonstrate their ability to work well under pressure, in a fast-paced school environment. We are looking for an organised individual who will uphold the vision and ethos of the academy at all times, providing an excellent customer service.

The successful candidate will:

- have excellent administrative and organisational skills
- be a competent user of Microsoft Office and have experience of using MIS
- be able to maintain professionalism and strict confidentiality at all times

If you are ready to add further value to our **operations department** and to work alongside a brilliant school leadership team, then you will find this job extremely rewarding.

Ambitious

Resilient

Kind



About Ark Victoria Academy

Aim high, be brave, be kind, keep learning!

Ark Victoria Academy provides pupils with a unique journey in their education through the curriculum, personal development programme, student experience offer and the vast range of opportunities that we are able to provide as an all-through school.

Whilst being a large school, we are able to retain a family feel, to nurture our pupils through their schooling and ensure that they leave us with the skills and qualifications necessary to continue their journey of life-long learning in a university or career of their choice.

It's for this reason that Ark Victoria Academy was judged 'Good' by Ofsted in May 2019, with a strong emphasis on expert subject knowledge from our teachers, strong teaching and leadership and a focus on excellence for our students and staff.

Find out more about us on <https://arkvictoria.org/>

Why work for our school?

Hear what our teachers have to say about working at Ark Victoria Academy:

<https://arkvictoria.org/page-strips/hear-our-team-o>

- We take CPD seriously, which is why we offer twice the number of training days as standard
- Our school's 'Wellbeing Wednesdays' are a great hit – get in touch to find out more
- Our staff can take advantage of our on-site fitness suite
- Access to Ark Rewards scheme offering up to £1,000 a year in savings from over 3,000 major retailers
- Interest-free loans of up to £5,000 available for season tickets or a bicycles
- Gym discounts offering up to 40% off your local gym

For an informal, conversation about the role please contact HR Manager, Kelly Mubarik on 0121 393 4459 or k.mubarik@arkvictoria.org

How to Apply:

Please visit <https://arkvictoria.org/vacancies> and submit your application. Please note we will be reviewing applications on an on-going basis and this advert may close earlier than advertised depending on the level of response.



Job Description

Key Responsibilities

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 and holiday entitlement)
- To take minutes at formal meetings (e.g. discipline, grievance, capability)
- Other administration as requested
- Assist the HR Manager and HR Officer with completion of all new starter paperwork, and other documents relation to staff employment. This work will include:
 - Preparing new starter packs
 - Assisting with the preparation of paperwork for payroll
 - Assisting with the preparation of contracts of employment, contract variation letters and leaver letters

Recruitment and Selection administration

- To support the recruitment process across the academy, including scheduling and booking interviews, liaising with candidates and producing interview packs and meeting and greeting candidates
- To follow up with relevant colleagues to ensure all candidates receive feedback 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, fit for work and reference checks, prepare new starter packs, ensuring all safeguarding checks are undertaken
- Liaise with external organisations to ensure appropriate clearance for new staff e.g. medical check, prohibition checks for teachers
- Ensuring room and refreshments are ready before the interview takes place

Data Management and Reporting

- To support with lesson cover in the mornings
- To manage HR Information System to ensure that electronic employee records are accurate and up to date. This will include responsibility for data entry and reporting
- To maintain an accurate and up-to-date Single Central Record
- To coordinate the academy's School Workforce Census annual return
- 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 staff

Other

- To support in other related tasks such as pension administration and support for curriculum colleagues
- To work in collaboration with the Ark Central team as appropriate

General

- Undertake any training which may be necessary to discharge these duties
- Participate in the academy's arrangements for performance management and continued professional development
- Carry out other duties as may be commensurate with the grade and nature of the post

Person Specification

Qualifications

- Right to work in the UK
- Ideally qualified to degree level and/or Maths & English Grade 4 (or C equivalent)

Experience

- Experience of working in HR administration (essential)
- Experience of using a database, ideally an HR database (essential)
- Experience of working in a similar role in a school environment (desirable)
- Effective problem solver and flexible team player, with the ability to plan ahead
- Excellent interpersonal skills with a proven track record of developing strong and productive working relationships
- Good IT skills, including the ability to confidently use Microsoft Word, Excel and other publishing/editing or design packages as mentioned above

Personal Characteristics

- Genuine passion and a belief in the potential of every pupil
- Professional outlook, highly organised, able to multi task and meet deadlines
- Team player with a flexible approach and 'can-do' attitude
- Helpful and positive nature and ability to stay calm and diplomatic under pressure
- Understanding 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
- Commitment to own professional development and learning

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 which will include questions about safeguarding. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Executive Principal

I am delighted and proud to welcome you to Ark Victoria Academy, a family school in the heart of Small Heath. I joined our academy in 2019 and am working hard with our pupils and staff to make sure our school continues to improve. We want to provide an excellent education for each and every one of our pupils.

As Principal, it is my responsibility to create an environment in which your child can become a confident, articulate,



Ambitious

Resilient

Kind



resilient and kind young adult. Our curriculum, enrichment programme and student experience days, help ensure our pupils learn, thrive and make progress. We are committed to preparing and supporting our pupils to go on to pursue careers they are passionate about, contributing positively to society and living happy, healthy and fulfilled lives.

Our school community works hard to ensure our values of being **ambitious, resilient** and **kind** underpin our work and are upheld by us all.

We know that all children can and will achieve success and our dedicated staff work hard to nurture, support and provide challenge, to make this a reality. We welcome and value the input of carers and parents; together, we work hard to help realise the dreams and ambitions of our children and their families.

Please take a look around our website to find out what we can offer your child. The best way to really understand our school is to experience it. I would love to show you around and answer any questions you may have.

Ms Ela McSorley, Executive Principal

Being part of the Ark network

Ark is an international charity, transforming lives through education. We exist to make sure that every child, regardless of background, has access to a great education and real choices in life. We know that great schools need great teachers, which is why we offer you the very best training and support at every stage of your career - from starting out as a trainee to running your own school.

Our highly-successful network of 37 schools educates over 20,000 students across Birmingham, Hastings, London and Portsmouth. They are achieving some of the best results in the country despite being largely in areas of historic academic underachievement.

Ark schools prioritise six key principles: high expectations; excellent teaching; exemplary behaviour; depth before breadth; more time for learning; knowing every child.

Ark invests significantly in a number of professional development programmes which complement academy level training:

- The Ark training menu: we have developed a bespoke training menu, which is accessible by all staff in the network offering a wide range of training modules to staff in all roles
- Network support: schools share CPD, allowing us to share best practice and role specific training across the network, facilitated by in-school and central staff
- Ark staff receive 10 training days each year rather than five creating time to collaborate with subject specialists within each school and across the network

Ark is at the forefront of changing education society through education. You can read more about how Ark is transforming lives through education [here](#).

Ark Safer Recruitment Procedure

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.

Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

Reference checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.