



Ark Alexandra Academy

HR Administrator

Reporting to:	HR Officer
Location:	Ark Alexandra Academy
Contract:	Permanent
Working Pattern:	20 hours per week, term time only plus 1 extra week to be worked in the school holidays (40 weeks per year). Hours to be worked over 5 (or possibly 4) days, specific working pattern to be agreed with the successful candidate.
Start date:	As soon as possible
Closing date:	11:59pm on 24 April 2025
Salary:	Ark Outside London Support Scale 6, points 8 - 19: £25,992 to £31,067 (pro rata)
Actual salary:	£12,739.30 - £15,226.68

*The school reserves the right to close this advert early and interviews may take place before the advertised closing date. **Applicants are strongly encouraged to apply early for this role to avoid disappointment.***

Ark Alexandra

Ark Alexandra is a large secondary academy in Hastings, East Sussex. As a Church of England school, our values of faith, excellence and kindness underpin our ethos, culture and behaviour. We have an inclusive admissions policy that welcomes, without preference, students of all faith and none. We believe that everyone deserves to be accepted, included, and empowered to live a purposeful and fulfilling life.

Our vision is to provide all members of our community with the opportunities to engage with 'life in all its fullness' (John 10:10). This will be achieved through the highest quality of education that a truly great school will provide. We are committed to striving for excellence and inspiring our students to fulfil their potential. Our faith underpins our aim for all students to have the widest possible life choices. By knowing every student, demonstrating kindness, we will inspire every member of Ark Alexandra to have a positive impact on the community around them.

We continuously strive to maintain and further develop a safe, calm and purposeful environment, in which all children feel happy, secure and respected. Our commitment to safeguarding is further detailed in our Safeguarding and Child Protection Policy which can be found on our website [here](#). Joining our school team is an excellent opportunity for a proactive person who wants to make a lasting difference to the communities they serve.

Our school is on an exciting rapid upward trajectory. Ark Alexandra operates as one school across two 6FE campuses. This creates the dual benefit of working within a

small school family setting, whilst providing unique opportunities for growth, development and career opportunities that exist in a large school model.

We take a traditional and research-based approach to education with a primacy placed on cognitive science, scholarship and what the best schools do. We are a no-nonsense school where staff can focus their efforts on teaching great lessons. Our focus on extra-curricular activities including DofE (bronze to gold), Army Cadet Force and reward trips ensures our students benefit from a range of exciting opportunities.

How is Ark Alexandra different?

- We are part of the Ark family of schools and benefit accordingly from outstanding networking and career opportunities and first-class CPD.
- Staff wellbeing is one of our main priorities. We have an 8am - 5.30pm/weekend work-related communication curfew to ensure our staff can maintain a work/life balance.
- Our systems and processes for communication and assessment are streamlined, research led and based on the needs of our local context.
- Behaviour for learning is always a high priority so our teachers can focus their time on the things that matter – planning and delivering brilliant lessons for our students.
- This is a strict no excuses, mobile phone free school.
- We offer a wide range of enrichment opportunities for our students that have excellent attendance and feedback.
- Our curriculum is academic and designed to prepare our students for the workplace in the 21st century
- We put high-quality teaching at the heart of what we do. Live coaching and current best practice in the field of education is central to our approach.
- There is the opportunity to steer your own career. There is a range of professional development opportunities available.
- As we are part of the large Ark network, this means that we work collaboratively with other schools to build a curriculum suitable for all students and bespoke to our context.
- Salaries higher than the national pay scales.
- Twice as many training days as standard with network-wide events with Ark colleagues.
- Unique opportunities for growth and development
- Access to Ark Rewards – a scheme offering savings from over 3,000 major retailers

If you are ready to add further value to our school by providing comprehensive administrative support within HR, you will find this job extremely rewarding.

Alignment with the school's vision, values and approach to education is essential.

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. This process is outlined below and can be provided in more detail if requested.

Disclosure

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.

Shortlisting

Only those candidates meeting the required criteria will be taken forward from application.

Interview

1. Shortlisted candidates will take part in an in-depth interview process that will include a competency based interview, and for all teaching roles, will include a lesson observation or similar practical assessment.
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application.

Reference checking

References from the previous and current employer will be requested 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.

A Commitment to Encourage Diversity

Ark is committed to eliminating discrimination and encouraging diversity amongst our employees. Our aim is that our workforce will be truly representative of all sections of society and that each employee feels respected and able to give their best. To that end we are committed to provide equality and fairness for all in our recruitment and employment practices and not to discriminate on any grounds. We oppose all forms of unlawful and unfair discrimination.

The Role and the Department

This is a very rare opportunity to join our hard-working, dedicated HR department. This is a term time only position, which means you will only work 39 weeks of the year, plus one extra week in the school holidays in agreement with your line manager. Pay is spread evenly over the year so you would never have a month without money.

As an HR Administrator you will provide HR and administrative support to the HR Officer in various aspects of HR activities to ensure the smooth running of the department. You will provide a warm welcome to all, dealing with email, telephone and face to face enquiries in an efficient and professional manner. You will ensure that all information is treated confidentially and to always have absolute discretion and tact, complying with the school's data protection procedures.

Our standards are high, and we need someone who can be a team player and flexible when supporting colleagues on either campus with the ability to be resilient, calm and professional under pressure.

For more information, please read the job description and person specification below.

About Ark Schools

Ark is a network of non-selective schools and run 39 academies in London, Birmingham, Hastings and Portsmouth educating more than 28,500 students.

Ark's aim is to create outstanding schools that give every student, regardless of their background, the opportunity to go to university or pursue the career of their choice.

How to Apply

To find out more about Ark Alexandra, please visit our website via www.arkalexandra.org

If you have any questions about the role, please contact our HR Department on ALEHR@arkalexandra.org

To apply, please [click here](#) to complete an online application form.

Please note: we are unable to accept applications via CV and we will be reviewing applications on an on-going basis and this advert may close earlier than advertised depending on the level of response. Early application is strongly encouraged. You will be able to pause, save and log back in to complete your application up until the vacancy closes.

Closing Date: 11:59pm on 24 April 2025

Ark value diversity and are committed to safeguarding and promoting child welfare. The successful candidate will be subject to an enhanced Disclosure and Barring Service check and any other relevant employment checks.

Job Description: HR Administrator

Reporting to:	HR Officer
Location:	Ark Alexandra Academy
Contract:	Permanent
Working Pattern:	Part Time, Term Time + 1 week
Salary:	Ark Support Scale 6, points 8 - 19 £25,992 - £31,067 (pro rata)

The Role

To provide HR and administrative support to the HR Officer in all aspects of Human Resources activities, to ensure the smooth running of the department.

To be responsible for the data input of payroll, including overtime payments and ensuring payroll is submitted on time each month.

You will also provide support to academies across the Region's network when required.

Key Responsibilities

- Support in the recruitment process including placing authorised advertisements, monitoring responses, organising interviews and corresponding with candidates as appropriate.
- Provide day to day support to employee's requests with regards to employment contract, flexible working process and absence management process.
- To maintain an accurate and up-to-date Single Central Register (SCR) in accordance with the Keeping Children Safe in Education Regulations and Ofsted, ensuring all confirmation of checks letters are received in a timely manner and chasing where necessary
- To maintain the HR Information System and payroll information to ensure that electronic employee records are accurate and up to date and which meets Ofsted standards.
- To be responsible for payroll data entry, ensuring deadlines are met every month and any queries raised are resolved whether from the payroll provider or the academy.
- To be responsible for all general pension administration regarding opt in and opt out requests.
- Ensure all interview candidate and new staff ID and references meet Safer Recruitment standards, are checked thoroughly, photocopied and approved correctly
- Make up new personnel files.
- Monitor staff absence on a weekly basis and create reports for Line Managers as and when necessary, ensuring early return of appropriate forms.
- To produce a range of HR letters and correspondence (e.g. variation to contract letters, maternity, holiday entitlement) from standard templates ready for HR Manager review or approval.
- Supporting with Disciplinary, Grievance, Capability and Appeal processes, including organising meetings, preparing packs for attendees and note taking.

- Support the HR Officer with the annual appraisal and performance management process, ensuring that managers complete meetings and associated appraisal records effectively and timely.
- Support the HR Officer to co-ordinate the staff induction process
- Ensure all induction and annual training is completed in a timely manner, keeping accurate records and following up with employees where necessary.
- Ensure all probationary reports are completed correctly and on time, this includes issuing relevant documents and following up with Line Managers where necessary.
- Ensure HR data is kept in line with GDPR requirements

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Arks data protection rules and procedures
- 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
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required
- Support with school duties, events and enrichment, where necessary.

Notes

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 he or she has been employed. It provides the school with the opportunity to monitor and review the performance of new staff in relation to various areas, and also in terms of their commitment to safeguarding and relationships with students.

No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Heads of School/Senior Leadership Team/Line Manager.

Person Specification: HR Administrator

Qualifications

- GCSE at grade C/4 or above in English and Maths (or equiv)
- HR (CIPD) Level 3 qualification or willingness to work towards

Knowledge, Skills and Experience

- Experience of working in HR (or similar confidential role) and using databases (Essential)
- Experience of working in a similar role in a school environment (Desirable)
- Good IT skills, highly competent using Microsoft Office (Essential)
- Strong administrative and organisational skills (Essential)
- Excellent written and oral communication skills
- Understanding of relevant legislation, policies and procedures, and the ability to apply this understanding to real situations

Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multi task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Resilient, calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

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nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please read the information on page 3.