**A close-up of a sign

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***Ark Tindal Primary Academy, Tindal Street, Birmingham, B12 9QS***

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**Job Description: HR Officer**

**Reporting to:** Operations Manager

**Location:** Ark Tindal Primary Academy, Birmingham

**Contract:** Permanent

**Hours:** 30 per week

**Working Pattern:** Part Time - Term Time Only plus one week

**Salary:** Ark Support Scale 7: Pay Points 14 - 24 FTE £28,624 - £34314 (£21043 - £25227 pro rata)

The Role

As the Academy’s HR Officer, you will deliver a proactive, effective, and efficient day-to-day HR service. Your responsibilities will span a range of HR activities, including payroll and data management/reporting, compliance, recruitment and selection, HR policy guidance, and associated administrative tasks. You will also provide support to other academies within the Region’s network as needed.

Key Responsibilities

**HR Systems, Data and People Management**

* Lead the day-to-day HR service provision, working collaboratively with the academy’s People Business Partner and Centralised People Support Service.
* Manage the HR Information System and payroll data to ensure electronic employee records are accurate, up to date, and compliant with Ofsted standards. This includes data entry, regular and ad hoc reporting, and an annual data cleansing exercise.
* Maintain an accurate and up-to-date Single Central Register (SCR) in accordance with *Keeping Children Safe in Education* regulations and Ofsted requirements.
* Serve as the first point of contact for all Ark HR policies, processes, and system-related queries.
* Produce a range of HR letters and correspondence (e.g. contract variations, maternity, holiday entitlements) using standard templates.
* Support disciplinary, grievance, capability, and appeal processes, including organising meetings, preparing documentation, taking notes, and drafting outcome letters.
* Monitor and process fixed-term contracts, staff changes, and leaver documentation; arrange and record exit interviews.
* Monitor staff absence, maintain accurate absence records, and ensure timely reporting. Conduct return-to-work meetings in line with Ark’s absence management procedures, supporting staff wellbeing and identifying any necessary adjustments or interventions.
* Support managers in effectively managing and supporting employees in line with Ark Network HR policies, including liaising with Occupational Health, trade unions, and external agencies, and seeking guidance from Ark’s Central HR advisory service as needed.
* Coordinate the annual appraisal process, ensuring timely and effective completion of meetings and associated records.
* Coordinate the staff induction process and ensure the probation process is managed effectively.

**Recruitment and Selection**

* Coordinate the full recruitment process across the academy, including vacancy approvals, use of the Ark Recruitment System, candidate screening, interview scheduling/preparation, and hiring outcomes.
* Process staff appointment documentation for successful candidates, including offer letters, contracts of employment, pre-employment checks, safeguarding checks, and induction details.

**Other Responsibilities**

* Actively promote the safety and welfare of children and young people.
* Get involved with school life and events.
* Ensure compliance with Ark’s data protection policies and procedures.
* Stay informed of HR best practices, legislative changes, and new developments to continuously improve knowledge and skills.
* Liaise confidently and professionally with colleagues and external contacts at all levels.
* Collaborate with Ark Central and other academies in the network to share and implement best practices, offering support where required.

**Note:** This job description is not exhaustive. You may be required to carry out other reasonable tasks as directed by your line manager.

**Person Specification: HR Officer**

**Qualifications**

* GCSE (or equivalent) at grade C or above in English and Maths
* CIPD qualification (Level 3, 5, or 7) or currently working towards it

**Knowledge, Skills and Experience**

* Experience working in HR and using an HR database
* Experience in a similar role within a school environment *(desirable)*
* Strong IT skills, with high proficiency in Microsoft Office
* Excellent administrative and organisational abilities
* Strong written and verbal communication skills
* Understanding of relevant legislation, policies, and procedures, with the ability to apply them in practical situations
* Ability to provide initial advice and guidance to managers

**Behaviours**

* A genuine passion for, and belief in, the potential of every pupil
* Strong awareness of safeguarding and child welfare, with the ability to identify concerns and take appropriate action
* Commitment to ensuring every student has access to an excellent education, regardless of background
* Professional, detail-oriented, and able to multitask and meet deadlines
* A collaborative team player who can also work independently using their own initiative
* Calm, composed, and professional under pressure
* Understands the importance of confidentiality and discretion
* Flexible, with sound judgement and a proactive approach

**Other**

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

*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*](https://arkschools.sharepoint.com/:b:/g/ArkNetCentral/hr/EcXQDSjo9UpCpgk8lDWMN0sBVG6GBUTVWVXp9c5KkW-tog?e=bfdlES)*.*