



HR Officer (maternity cover) Candidate information brief

Dear applicant,

Thank you for taking the time to find out more about King Solomon Academy and the possibility of joining us. Included in this information pack is information about the academy and the role of HR Officer (maternity cover).

King Solomon Academy aims to transform the lives of its pupils. Serving a community of ninety pupils from age two to eighteen across two sites, the staff of this school are incredibly committed, ambitious people seeking to do something really special with their careers. We are committed to high standards of academic excellence for all our pupils and recognise that this requires time and dedication on the part of both pupils and teachers. Due to our high expectations and ground-breaking results, ours is a school which attracts teaching and non-teaching staff who are totally committed to showing what is possible in state education and by doing so change the status quo for pupils born into educational or economic disadvantage. Ofsted has rated the academy Outstanding in all areas on all three of its inspections, most recently in December 2023.

The HR Officer has a crucial role to play in the life of the school ensuring all our people management processes run smoothly, fairly and in the best interests of all. When HR is well-run, everyone benefits, including the pupils. We welcome applications from experienced HR advisors and/or from applicants who have extensive administrative experience in schools in similar contexts to ours.

To apply, and to see more information about the school and this role please visit:
<https://kingsolomonacademy.org/jobs/vacancies>.

The deadline is on **Monday 23rd February 2026**. 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. Early application is advised.

To discuss the role, please feel free to email the Principal's PA, Abigail Saleh.
(a.saleh@kingsolomonacademy.org) or phone on 0207 563 6901.

We wish you the best with your application,



Beth Humphreys
Principal
King Solomon Academy

Job Description: HR Officer (Maternity Cover)

Reporting to:	Principal
Start date:	May 2026
Location:	Ark King Solomon Academy
Contract type:	Full-time maternity cover, 36 hours per week, 42 weeks per year. Working hours to be agreed with the line manager.
Salary:	Ark support staff (inner London) Band 7 or 8, pay point 14-29 dependant on experience (£34,190 - £43,052). Pro rata salary £31,671 - £39,880

The Role

As an integral member of the operations team, you will lead on the day-to-day HR service provision across the academy. You will manage HR administration and provide a high quality and confidential advisory HR service. This role requires the post holder to be capable of operating with high levels of autonomy, although you will be supported by your line manager and the Regional People Business Partner, as well as a central “AskHR” service.

This is an exciting opportunity for someone who is experienced in working in HR. You will be responsible for delivering a high quality and professional HR service in an exceptional school in Central London. The role is varied and fast-paced and offers training, as well as support from a team of HR colleagues across other Ark academies.

Key Responsibilities

HR Systems, Data and People Management

- Lead on 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 information to ensure that electronic employee records are accurate and up to date and which meets Ofsted standards. This will include responsibility for 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 the Keeping Children Safe in Education Regulations and Ofsted
- Provide first point of contact support on all Ark HR policies, processes and system queries

- Produce a range of HR letters and correspondence (e.g. variation to contract letters, maternity, holiday entitlement) from standard templates Supporting with Disciplinary, Grievance, Capability and Appeal processes, including organising meetings, preparing packs for attendees, note taking and outcome
- letters
- Monitor and process fixed term contracts, staff changes and staff leaving documentation and arrange exit interviews
- Support managers in robustly managing and supporting employees in line with the Ark Network HR Policies, including liaising Occupational Health, Trade Unions and other outside agencies, seeking guidance from Arks Central HR advisory service as appropriate
- Co-ordinate the annual Appraisal process, ensuring that managers complete meetings and associated appraisal records effectively and timely
- Co-ordinate the staff induction process and ensure the probation process is managed effectively

Recruitment and Selection

- Prepare accurate recruitment documentation to ensure the interview process runs smoothly and panel members are well equipped.
- Co-ordinate and manage recruitment and induction processes in accordance with safer recruitment and Ark HR policies across the Academy, through a centralized system.
- Manage relationships with relevant recruitment agencies and the Ark central HR and recruitment teams, ensuring the most cost-effective provision of staffing for the Academy.
- Ensure all pre-employment checks, including right-to-work checks, are carried out in line with safer recruitment guidance, and that the Single Central Record is accurate and up to date at all times.
- Ensure a meaningful and robust induction and probation process is in place for all new starters

Employee Relations, Policies and Procedures

- Provide advice and guidance on the implementation of Ark HR policies and procedures, liaising with the central HR team as required
- Advise on employee relations issues; process and manage related casework
- Develop trusted relationships with colleagues across the school and network
- Support with workforce planning across the academy
- Implement/support staff wellbeing initiatives
- Implement/support employee engagement initiatives

Data Management and Reporting

- Manage the HR Information System (BROMCOM), ensuring electronic employee records are accurate and training other staff on its use as required
- Maintain an accurate Single Central Register (SCR), keeping up to date with legislation, in accordance with current Ofsted requirements

- Co-ordinate the Academy's School Workforce Census annual return
- Support with data entry on other school systems such as Inventory, parent pay etc.
- Produce reports as required

Compliance

- Ensure compliance with current employment law, HR best practice and Ark HR policies and procedures
- Oversee absence management, including reporting and recording processes
- Co-ordinate and monitor the completions of performance management processes
- Take responsibility for ensuring that the probation process is managed effectively

Payroll and Pension Administration

- Work closely with the Finance Manager in processing payroll and pension administration

General HR Administration

- Maintain an accurate filing system for personnel records
- Complete a range of HR related paperwork and produce high quality, accurate HR letters
- Process staff changes, staff leaving documentation and arrange exit interviews
- Monitor the use of fixed term contracts and ensure that issues are followed up
- Monitor probation periods, ensuring compliance with Ark probation policy
- Assist and support on HR projects as and when required.

Other

- Carry out other reasonable tasks as directed by your line manager.
- Work with Regional People Business Partner, Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required
- Assist the Central HR Manager with HR support and provide training to other Academies as required

Person Specification: HR Officer

Qualifications

- Right to work in the UK
- GCSE at grade C or above in English and Maths
- HR qualification (ideally CIPD Level 5 or above) or other relevant HR qualification, or working towards it

Knowledge, Skills and Experience

- Experience of working in HR and using an HR Database
- Experience of working in a similar role in a school environment (Highly Desirable)
- Excellent IT skills, highly competent using Microsoft Office
- Strong administrative and organisational skills
- Excellent written and oral communication skills
- Line management or supervisory experience
- Understanding of relevant legislation, policies and procedures, and the ability to apply this understanding to real situations
- Ability to provide initial advice or guidance to managers

Personal Characteristics

- Genuine passion for and a belief in the potential of every pupil
- Deep commitment to Ark's mission of providing an excellent education to every student regardless of background
- Attention to detail
- Professional outlook, detailed orientated and able to multitask and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Ability to stay calm and diplomatic under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

We are looking for alignment to our KSA values or at the very least, a candidate's clear, demonstrable capacity to develop them:

“Aiming high”

- Prepares for success with excellent organisational skills
- Works hard to achieve goals
- Never give up on ourselves, our teammates or our mission
- Willingness to play a full part in school life and go above and beyond to ensure success
- High energy and driven by a ‘whatever it takes’ attitude.

“Working together”

- Works effectively as part of a team
- Seeks out opportunities to build on own and others' strengths and helps others to be better through a culture of clear, kind feedback
- Makes a strong contribution to assessments and child-led planning

“Being kind”

- Able to create a safe, happy and successful environment for everyone in our community
- Shows gratitude

- Takes care of others
- Exhibits pride in achievements of self and others

“Leading the way”

- Has a passion for working with children
- Is a positive role model to others
- Is brave
- Shows initiative
- Feels passionate about creating a better future.

Other

- 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

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. To meet this responsibility, we follow a rigorous selection process, details of which can be provided if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.





Principal: Beth Humphreys

Beth Humphreys graduated from the University of Edinburgh with an MA in English Literature and French and then completed a second Masters' degree in Educational Leadership at The Institute of Education. She joined KSA secondary in 2012 as an Assistant Head and then Deputy Head, leading on curriculum and professional development before she became Head of Primary in January 2017 and Associate Principal. Beth has now been appointed to lead King Solomon Academy as Principal. She is proud to serve our all-through community and is passionate about ensuring our children get the very best start in life anyone could give them.



“We are dedicated to doing whatever it takes to ensure each of our pupils has the chance to attend an academically rigorous university.

Facilities

King Solomon Academy – Older Years Site is based in a combination of purpose-built brand new buildings and a Grade II listed building, which was previously North Westminster Community School.

- Years 5-13
- A multi-use games area with flood lighting for year-round use
- A new sports building with excellent indoor sports facilities and equipment
- On-site catering facilities to provide high-quality hot meals every day

King Solomon Academy – Youngers Years site is set in the beautiful old school buildings formerly known as Ark Paddington Green Primary School.

- Years Nursery – Year 4
- Extensive woodland areas
- Newly refurbished ground floor classrooms and offices, and refurbished staff room and staff work room.
- New Nursery building

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 36 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 that 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.



Ark Safe 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 safe guarding and relationships with pupils.