# A group of boys in school uniforms  Description automatically generated

**HR and Operations Administrator**

**An exciting opportunity has arisen for a dedicated HR Assistant to develop their career within our passionate and ever courageous community.**

We are a courageous, compassionate community - empowering excellence. We are a value lead organisation, being bold within every aspect of our lives at school.

We want all staff to thrive, modelling leadership and determination to the pupils and students within our rich and diverse academy, working together to fulfil our vision of creating a centre of excellence within our local community.

We empower our teams by valuing the individual and prioritising professional development. This is delivered through weekly CPD sessions, dedicated line management meetings and by encouraging staff to develop their own ideas and projects, within their departments and beyond.

We are proud that we have been rated ‘Outstanding’ in all five categories in the 2024 OFSTED inspection.

**The Role**

As the Academy’s HR and Operations Administrator, you will provide support to the HR Advisor and the Estates and Operations Director with the delivery of a proactive, effective, and efficient day to day administrative service for the academy, undertaking duties across a range of HR and Administrative duties. You will also provide support to academies across the Region’s network when required.

**Reports to:** HR Advisor/ Estates and Operations Director

**Start date**: April 2025 – opportunity for earlier start

**Salary**: Ark Support Staff Band 4, Point 5 - 9 £28,977 - £30,740 (Actual salary £15,648 - £16,600)

**Contract:** Term Time only (39 weeks), Permanent (Part-time 3 days a week only)

**Closing Date:** 7th March 2025

**Key Responsibilities**

**HR**

* To manage the HR Information System 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.
* To maintain an accurate and up-to-date Single Central Register (SCR) in accordance with the Keeping Children Safe in Education Regulations and Ofsted.
* Process Teacher’s Pensions and LGPS and keep accurate records.
* Provide generalist first line HR advice to line managers to ensure compliance with employment legislation as well as a positive employee relations climate, referring to Ark HR as necessary.
* Provide day to day support to employee’s requests with regards to employment contract, flexible working process and absence management process.
* Draft employment contracts and produce a range of HR letters and correspondence (e.g., variation to contract letters, maternity, holiday entitlement) from standard templates via the Ark Library.
* Supporting with documentation and process management of Disciplinary, Grievance, Capability and Appeal processes, including organising meetings, preparing packs for attendees, taking minutes etc.
* To monitor and process staff leaving documentation and arrange exit interviews.
* Support the HR Advisor to co-ordinate the annual Appraisal process, ensuring that managers complete meetings and associated appraisal records effectively and timely.
* Support and help co-ordinate the staff induction process and ensure the probation process is managed effectively.
* To administer absence reporting and recording processes, ensuring that all absence is reported, recorded, and followed up on with the relevant line manager in accordance with the appropriate policies and procedures.
* Ensure all academy data is line with GDPR requirements.

**Recruitment and Selection**

* Oversee and co-ordinate the full recruitment processes across the academy, including effective utilisation of the Ark Recruitment System, candidate screening, interview scheduling/preparation and hiring outcome processes.
* Process staff appointment including all pre-employment and safeguarding checks and induction details prior to staff start date.

**Operations Responsibilities**

* Calendar/ Diary management for contractor visits and school events via Outlook
* Organise all Health and Safety documentation management for SharePoint
* Ability to organise an amend all policies and procedures in relation to Health and Safety through direction of the Estates and Operations Director
* Monitoring Bol Operations email inbox
* Working in conjunction with the Estates and Operations Director regarding the booking and purchasing of services
* Seek companies to obtain competitive quotes for premises maintenance items.
* Maintain stock control for commonly used parts and consumables.
* Communicate effectively with suppliers via email and or telephone
* Programming contractor visits via Operations outlook calendar
* Support and maintain ARK audits termly and annually
* Assist in the creation and updating of new and existing processes and procedures
* Create all staff / student ID passes in a timely manner, ensuring the stationery for the machine is fully stocked at all time

**Other**

* Actively promote the safety and welfare of our children and young people, including training staff on safeguarding policy and process
* Ensure compliance with Ark’s data protection rules and procedures.
* Keep up to date with 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.

**Person Specifications**

**Qualifications**

* GCSE at grade C or above in English and Maths
* Level 3 (CIPD) desirable or working toward qualification

**Knowledge, Skills and Experience**

* At least 2 years Administration Experience and working with Databases.
* Interest to work in HR and have a passion for people
* Experience of working in a similar role in a school environment (Desirable)
* Good IT skills, highly competent using Microsoft Office
* Strong administrative and organisational skills
* Excellent written and oral communication skills
* Strong interpersonal, written and oral communication skills
* A professional approach with interacting with colleagues
* An understanding of HR Legislation (Desirable)

**Behaviours**

* Genuine passion for and a belief in the potential of every pupil and staff member
* 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 multitask and meet deadlines
* A team player that can work collaboratively as well as using own initiative
* 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