



Opportunity to join an 'Outstanding' all-through academy specialising in mathematics and citizenship.

HR & Payroll Officer

Candidate Information Pack



Dear Candidate

Thank you for taking the time to find out more about Ark Academy in Wembley Park and the possibility of working here. This pack is intended to give you information about this role and our school's vision and ethos. Further background information is available at www.arkacademy.org.

Ark Academy is an all through school that offers excellent learning from nursery through to higher education. In an all through school, school parents can expect their son/daughter to transfer seamlessly from primary to secondary school. We are one and share the same values and expectations. Our aim is to ensure that all our pupils develop as high achieving, confident, articulate young people whose education fully equips them to go on to university or the career of their choice and this starts from an early age.

As Principal, there is no higher priority for me than the recruitment and development of staff. Like any school, we are a "people business" first and foremost. We understand that we ask a lot from staff, but in return we provide extensive support and development opportunities and the space to extend your skills across the Ark Network.

This is a unique opportunity to join a great community of staff striving to maintain and continuing to create an outstanding comprehensive school. We are looking to recruit a skilled and committed HR & Payroll Officer to work within our operations team. The successful candidate will be responsible the whole HR function across the academy, whilst providing a high-quality service to the school, staff and students.

To apply, follow the link at <https://arkacademy.org/vacancies> by **Friday 21 March 2025**. For an informal, conversation about the role, please contact Joane Nelson on 020 8385 4370 to arrange a call back with me.

We wish you the best with your application.

Delia Smith OBE
Principal



Ark Academy

The Principal

Delia Smith is the founding principal of Ark Academy, which opened as an all through school in 2010. Previously she was a head in East London and was awarded an OBE for services to education.

About Ark Academy

We are a non-selective, over-subscribed school that serves children of all abilities in Brent. Our commitment is to know every pupil as an individual, and to foster the principles of team spirit, responsibility and care for others as well as delivering high quality education.

Facilities

The academy has a well-kept and maintained environment which has been added to over the years. In 2016 a further block was added to support our new sixth form which has now expanded to over 300 students.



About ARK Schools

ARK Schools is an education charity set up in 2004 to create a network of high achieving, non-selective, inner-city schools where all pupils, regardless of their background or prior attainment, achieve highly enough by age 18 to have real choices: to go on to university or the career of their choice. ARK Schools has no faith affiliations.

All the ARK schools are situated in areas of high deprivation or educational need and our pupil profile reflects this: over half of our pupils are eligible for free school meals compared to 18% nationally.

The ARK network operates 38+ schools in the UK across London, Portsmouth, Birmingham and Hastings. Each of our schools has its own distinctive character, reflecting its local community.

Job Description: HR & Payroll Officer

Reports to: Principal

Start date: 1 September 2025

Salary: Ark Support Band 8

Hours of work: 36 hours per week all year round

The Role

As an integral member of the Finance and Resources team, the post holder is responsible for managing the company's payroll processes, ensuring accurate and timely payment of salaries, and maintaining employee records. This role involves supporting HR functions such as recruitment, onboarding, data management and reporting, employee relations, compliance. and general HR administration.

Key Responsibilities

Recruitment and Selection

- To co-ordinate the recruitment processes across the academy, including scheduling and booking interviews, liaising with the candidates and producing recruitment panel packs
- To process staff appointment documentation for successful candidates, including offer letters, contracts of employment and all pre-employment checks, including DBS and reference checks
- Work with hiring manager to create suitable job description and adverts for distributing both internally and externally
- Advertise roles and monitor applications
- To participate in the selection and/or appointment of staff, as appropriate
- To work closely with the school's professional tutor regarding student placements and ensuring relevant safeguarding checks are in place.
- In conjunction with the Head's EA be responsible for maintaining an up-to-date database of all job descriptions.
- Keep the Recruitment and Onboarding Trackers up to date with all pertinent information
- Update the Single Central Record (SCR) with all new starters information in accordance with the Keeping Children Safe in Education Regulations and Ofsted.
- Update the in-house HR systems with details of new starter, contractual changes, leaves etc.,
- To oversee the initial induction process once the candidate is in post

Payroll

- Process payroll for all employees, ensuring accuracy and compliance with company policies and legal requirements.
- Maintain and update employee records, including personal information, job titles, and salary details.
- Handle employee inquiries regarding payroll, benefits, pension and HR policies.
- Prepare and submit payroll reports to management and relevant authorities as & when required.
- To co-ordinate the management of the HR Information System and payroll information to ensure that electronic employee records are accurate and up to date and which meets Ofsted standards.

Employee Relations, Policies and Procedures

HR Systems, Data & People Management and Reporting

- To manage the HR Information System (BromCom) to ensure that electronic employee records are accurate and up to date. This will include responsibility for data entry, and regular and ad hoc reporting
- To maintain an accurate and up-to-date Single Central Register (SCR) (this is a requirement of Ofsted)
- To co-ordinate the academy's School Workforce Census annual return

- To keep and maintain all academy and Central HR policies, both electronic and printed, ensuring that all current HR related policies and procedures are available
- Provide first point of contact support for all Ark School HR Policies, processes and system queries.
- Support with the production of a range of HR letters and correspondence from standard templates. Supporting with Disciplinary, Grievance, Capability and Appeal processes, including organising meetings, preparing packs for attendees, note taking and outcome letters.
- Support line managers in robustly managing and supporting employees in line with school policies including liaising with Occupational Health, Trade Unions where necessary and other outside agencies.
- Support managers with holding conversations with staff on a range of HR matters in accordance with HR policies.
- Co-ordinate the staff induction process and ensure the probation process is managed effectively & in a timely fashion.
- Support employee relations activities, including conflict resolution and performance management.
- Coordinate training and development programs for employees.

Performance Management, Appraisal and Staff Training

- Support line managers through the performance management process as required
- Provide advice on training and development and arrange relevant training
- Ensure that training needs identified in the appraisal process are carried out and recorded
- To develop and maintain a staff training record of statutory training, e.g. fire safety, first aid etc.

Absence Management

- Support with the monitoring of all absence and provision of management reports to the Principal/or SLT.
- Support line managers to initiate and oversee the Attendance Management process when necessary.
- To support with ensuring that all absence records (sickness, annual leave, compassionate, dependent etc..) are accurately recorded and regularly updated on the school's HR Information Management System (BromCom).

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 where requested
- 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)
- To monitor the use of fixed term contracts and ensure that issues are followed up appropriately
- Assist in the development and implementation of HR policies and procedures.
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Other

- Actively promote the safety and welfare of our children and young people.
- Ensure compliance with GDPR rules and procedures
- Keep abreast of HR best practice, legislative changes and new developments to continuously develop and improve knowledge and skills to broaden the understanding of inter relationships between the range of human resources activities and functions.
- Be aware of the schools Health & Safety Policies and take personal responsibility for ensuring they are put into practice.
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy.

- To work in collaboration with the Ark HR team as appropriate.

EQUALITY AND DIVERSITY Ark Academy is committed to promoting equality for all students and employees. Every individual will be treated with courtesy and respect and his or her contribution to the learning process will be valued. All employees are expected to understand and promote equality and diversity in the course of their work.

SAFEGUARDING CHILDREN Ark Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check. A Section 128 check will be carried out on individuals applying for any role that retains or has been delegated any management responsibilities under the terms of a direction made by the Secretary of State for Education. Note: This job description will be reviewed annually.

Person Specification – HR & Payroll Officer

Qualification Criteria

Essential

- Right to work in the UK
- Educated to level 4 in English and Maths

Desirable

- HR qualification Chartered Institute of Personnel & Development Level 5 or other equivalent HR qualification

Experience

Essential

- Experience of working in HR at Officer/Advisor level

Desirable

- Experience of working in a similar role in a school environment
- Experience of using an HR Database
- Experience of taking minutes for meetings.

Personal Characteristics

- Genuine passion for working in an academy and a belief in the potential of every pupil
- Professional outlook, highly organised, able to multitask and meet deadlines
- As the academy grows, it is likely that this role will evolve and develop, and it is therefore essential that candidates are able to be flexible with a 'can do' approach.
- Helpful and positive nature and ability to stay calm and diplomatic under pressure
- Understanding of 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

Specific Skills

- Good IT skills including the ability to confidently use Microsoft Word and Excel
- Strong administrative and organisational skills
- Excellent written and oral communication skills

Other

- Willing to attend training appropriate to the post
- Commitment to the safeguarding and welfare of all pupils.
- This post is subject to an enhanced Criminal Records Bureau disclosure.

- Working time will be subject to an ongoing review and adjustment in consultation with the post holder.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.

Ark is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check

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.

Disclosures 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.

WHERE TO FIND US



Wembley Park (Jubilee/Metropolitan Line)



Chiltern Railways



Buses: 206, 245, 297, 83, 182

By Car: A479

Postcode for satnav: HA9 9JR

A406 North Circular Road (15 minutes away)

Ark Academy Bridge Road London HA9 9JP

Tel: +44 (0)20 8385 4370

Email: info@arkacademy.org

Website: www.arkacademy.org

