



# Ark Acton Academy

## JOB PACK

### HR OFFICER

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 [www.arkacton.org/jobs](http://www.arkacton.org/jobs)

 3 Gunnersbury Lane, Acton, London,  
W3 8EY



## A Message from the Principal

Are you passionate about your career? Do you want the development and support to be exemplary? Are you driven to work with disadvantaged communities?

Our school exists to challenge unfairness.

### **Our mission is to ensure that:**

All Ark Acton pupils leave us knowledgeable, confident and articulate young people, able to make a meaningful contribution to society, pursue careers they are passionate about, lead happy and fulfilling lives, and leave the world better than they found it.

Ark Acton is a good school, and we are on a mission to make it a great school. From a strong sapling to a mighty oak. Be part of our growth.



## **Benefits of working at Ark Acton Academy**

- Twice as many training days as standard
- Weekly staff training session designed to meet the needs of the school
- Access to high-quality, regular professional development
- We offer a dedicated staff wellbeing room—a quiet space to relax, recharge and refocus during the day
- Free use of our leisure centre

We have high expectations for our pupils and our staff – but we know that by working as a team and committing to our mission we can shape the future.

**Sarah Donachy**





## HR Officer – Job description

**Reports to:** Principal

**Salary:** Grade 8, point 19-29 (Inner London) £36,886-£43,052  
(please note advertised salaries will be paid pro-rata for part-time employees)

**Start date:** February 2026

**Contract:** Permanent / Full Time (Term Time Only options will be considered)



### Main purpose of the job:

As the academies HR Officer, you will provide the delivery of a proactive, effective and efficient day to day HR service for the academy, undertaking duties across a range of HR activities including; payroll and data management/ reporting, compliance, recruitment and selection and HR Policy guidance and associated HR administration. You will also provide support to academies across the Region's network when required.



## Key Responsibilities

### HR Systems, Data and People Management

- To lead on the day-to-day HR service provision, working collaboratively with the academy's People Business Partner and Centralised People support service
- To 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
- To 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
- To 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

- Co-ordinate the full recruitment processes across the academy, including; vacancy request approvals, effective utilisation of the Ark Recruitment System, candidate screening, interview scheduling/preparation and hiring outcome processes
- Process staff appointment documentation for successful candidates, including offer letters, contracts of employment and all pre-employment and safeguarding checks and induction details



## 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

***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 Principal.***

*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.*



## Person Specification:

### Qualifications

- GCSE at grade C or above in English and Maths (or equiv)
- HR (CIPD) qualification or working towards this (Level 3, 5 or 7)

### Experience

- Experience of working in HR and using a HR database
- 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
- 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





## **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
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

## **Other**

### **Essential**

- 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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## Positive Action & Inclusive Recruitment at Ark

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. Find out more about our commitment to [diversity and inclusion](#).

We particularly encourage applications from Black, Asian and ethnic minority candidates as they are currently underrepresented among our senior leadership teams. This is important to Ark as we aim to be more representative of our local communities.

We strive to make applying to and working for Ark as inclusive as possible and have a variety of systems in place to ensure that our approach is fair and open.

