



**Ark Boulton
Academy**

HR Assistant – Part Time

Reporting to:	HR Officer
Start Date:	ASAP
Location:	Ark Boulton Academy, Golden Hillock Road, Birmingham, B11 2QG
Contract:	Permanent
Working Pattern:	22 hours per week (annualised hours, term-time only plus two weeks to be worked in the holidays – 41 weeks in total)
Working Hours:	Working hours can be discussed so that they suit both the successful candidate and operational requirements. <i>An example of the working pattern could be 10am – 2:30pm Monday – Thursday and 10am – 2:00pm on Friday.</i>
Salary:	Ark Support Pay Scale Grade 5, points 5 – 12 £24,790 - £27,711 per annum. The salary received will be pro-rata for 22 hours – <i>Advertised salary will increase with new Ark Support Staff Pay Scales – released in December 2025.</i>
Closing Date:	10th December 2025 at 11am (Apply early as applications will be reviewed on an ongoing basis)

We are seeking a conscientious HR Assistant with excellent attention to detail to join our diverse Operational team.

You will be an integral member of the school's on-site HR team, providing HR administration support to a high standard. As the HR Assistant, you will undertake duties across a range of HR activities including recruitment and selection administration, data management and reporting, payroll administration and HR compliance.

This is a fantastic opportunity to step into a busy and varied school-based HR role with the added bonus of working hours that fit around the school day.

The right candidate will be an excellent team player and will demonstrate their ability to work well under pressure, in a fast-paced environment. We are looking for an organised individual who will uphold the vision and ethos of the academy at all times, providing excellent customer service.

The successful candidate will:

- have excellent administrative and organisational skills
- be a competent user of Microsoft Office and have experience of using MIS

Respect

Curiosity

Perseverance



- be able to maintain professionalism and strict confidentiality at all times

If you are ready to add further value to our **operations department** and to work alongside a brilliant school leadership team, then you will find this job extremely rewarding.

About Ark Boulton Academy

Ark Boulton Academy is a six-form entry secondary school in the heart of Sparkhill, Birmingham. Our school has been on a significant journey of improvement over the past eight years. Having recently received positive feedback from Ofsted (June 2024), the school is now on firm foundations and ready to progress towards excellence. The staff body have remained committed to the school and its development; *“community and togetherness are at the heart of this welcoming school”* (Ofsted 2024). Staff are valued and given the room to grow and develop in an encouraging, challenging and rewarding environment. Our current school values of ‘respect, curiosity and perseverance’ have helped us build strong relationships with our community.

When you join Ark Boulton Academy you become part of a network of education experts who are all united by the same purpose - a commitment to making a difference where it matters most.

Each day is unique for our team, as they collectively support the activities within and outside the school. Our consortium of creative and resourceful team members ensure we go above and beyond in order to constantly improve our service to the community we serve. Our strapline ‘growing together, reaching higher’ applies as much to our staff as our students. We recognise that the health and wellbeing of our staff will affect that of our students. For this reason, we have invested in developing our wellbeing room and other initiatives to care for our whole school community.

By becoming a member of our school family, you will embrace multiple opportunities for personal and professional development, not just within the school, but from the internationally renowned Ark family of schools we are a part of. Through Ark, our staff can share best practice and receive training from some of the most talented individuals in the country.

Why work for our school?

Hear what our teachers have to say about working at Ark Boulton Academy:

<https://arkboulton.org/jobs/working-for-us>

For an informal, conversation about the role please contact HR Officer, Amal Hersi on 0121 773 8156 or via email at: a.hersi@arkboulton.org

What we offer:

- Staff wellbeing is one of our main priorities. We provide breakfast for staff each morning, soup for lunch and lunch for those on duty. We have parking available, a gym on site and a well-equipped staff room including a pool table
- Our systems and processes for communication, marking and feedback and assessment are streamlined and the approaches we take are research led and based on the needs of our local context. For instance, at present we do not use traditional book marking across the school
- On Fridays, children finish at 1.20pm, giving time and space for professional development amongst staff
- Staff voice is important to us; we like to listen to our staff. We are always seeking feedback and input from our staff

Our Diversity and Inclusion statement

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 us by visiting www.arkboulton.org.

How to Apply:

Please submit your application online by visiting <https://arkboulton.org/jobs/vacancies>



Job Description

Key Responsibilities

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
- To produce a range of HR letters and correspondence (e.g. variation to contract letters, maternity and holiday entitlement)
- To record and produce minutes for formal (and informal where required) HR meetings
 - Lead on the completion of all new starter paperwork, and other documents related to staff employment. This will include preparing new starter packs, payroll paperwork and the preparation of employment contracts and documentation

Recruitment and Selection administration

- To support the recruitment process across the academy, including advertising, scheduling and booking interviews, liaising with candidates, producing interview packs, meeting and greeting candidates, ensuring refreshments are arranged for interviews.
- To follow up with relevant colleagues to ensure all candidates receive feedback after interview, whether successful or not

- To process staff appointment documentation for successful candidates, including offer letters, contracts of employment and all pre-employment checks, including DBS, fit for work and reference checks, prepare new starter packs, ensuring all safeguarding checks are undertaken
- Liaise with external organisations to ensure appropriate clearance for new staff e.g. medical checks and prohibition checks for teachers

Data Management and Reporting

- To support with lesson cover administration each morning
- To manage the HR Information System to ensure that electronic employee records are accurate and up to date. This will include the responsibility for data entry and reporting
- To maintain an accurate and up-to-date Single Central Record
- To support with the coordination of the academy's School Workforce Census
- Assist the HR Officer with maintenance of confidential staff records. This will include retrieving records for Senior Staff and ensuring full records are filed and maintained for staff

Other

- To support with other administration as requested
- To work in collaboration with the Ark Central team as appropriate
- Undertake any training which may be necessary to discharge these duties
- Participate in the academy's arrangements for performance management and continued professional development
- Carry out other duties as may be commensurate with the grade and nature of the post

Person Specification

Qualifications

- Right to work in the UK
- Ideally qualified to degree level and/or Maths & English Grade 4 (or C equivalent)
- HR-related qualification or the interest in working towards one (desirable)

Experience

- Experience of working in administration
- Experience of using a database, ideally an HR database (desirable)
- Experience of working in a similar role in a school environment (desirable)
- Effective problem solver and flexible team player, with the ability to plan ahead
- Excellent interpersonal skills with a proven track record of developing strong and productive working relationships
- Good IT skills, including the ability to confidently use Microsoft Word, Excel and other publishing/editing or design packages as mentioned above

Personal Characteristics

- Genuine passion and interest in HR and pursuing an HR career
- A belief in the potential of every pupil
- Values that align with Ark Boulton's values of Respectful, Curious and Perseverance
- Understanding of the importance of confidentiality and discretion is essential
- Professional outlook, highly organised, able to multitask and meet deadlines
- Helpful and positive nature and ability to stay calm and diplomatic under pressure

- Detail orientated and able to take ownership of tasks and work with minimal supervision
- Commitment to own professional development and learning

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process which will include questions about safeguarding. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check. and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).

Principal

Thank you for taking the time to read about this opportunity at Ark Boulton Academy. As Head of School, a large part of my role is ensuring that we have the very best staff supporting our pupils. We serve a diverse community where our young people really value their education, and greatly benefit from having a school full of dedicated professionals. I would love for you to join our team.



At Ark Boulton, we place great emphasis on recruiting and retaining teachers and support staff of the highest quality. In every decision, we consider how we can best foster a positive working environment. We have introduced a number of initiatives to promote work-life balance and wellbeing, including reducing meetings, periodic early finishes and supporting staff with assessments by having them marked externally. The leadership team is passionate about making Ark Boulton Academy a great place to work and prioritises staff morale.

Managing our staff is one of my favourite parts of Headship, and I believe that strengthening interpersonal relationships between staff is exceptionally important. With that in mind, please do arrange some time to speak with me about this vital role in the school.

Mr Laurence Cole, Principal

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 39 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 which 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 creating time to collaborate with subject specialists within each school and across the network

Ark is at the forefront of changing education society through education. You can read more about how Ark is transforming lives through education [here](#).

Ark Safer 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 safeguarding and relationships with pupils.