

Job Description: People Officer

Reports to: People Operations Manager

Location: West London – currently operating an agile working policy with two core days (Tues and Weds) in the office

Contract: Permanent

Pattern: Full Time (standard hours 9am – 5.30pm)

Salary: £29,000 to £32,000 (depending on experience)

About the role:

This is an exciting opportunity to join the People Operations Team at Ark Central and provide comprehensive and effective administrative support including: payroll, pensions, employee benefits, people systems management, employee lifecycle events and first line support response to employees.

Key Responsibilities:

- Reporting to the People Lead and working closely with the central People team .
- Timely and accurate monthly processing and reconciling of payroll, pensions, employee benefits
- Resolving first line employee support queries
- Administration of all employee lifecycle events; offer letters, contracts, contract variations and references
- Responsible for maternity, paternity, adoption and parental leave processes and queries from Ark Central's employees
- Ensuring probation, performance appraisal and sickness management procedures are completed for Ark Central's employees
- Providing guidance to staff and line managers on company policies and procedures
- Updating HR systems with new starter information, absences, leavers, and other changes
- Develop reports and monitor data as required
- Employee benefits administration for all Ark employees across the network

The role description is not intended to be an exhaustive list of all the duties and responsibilities that may be required. The role holder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the role.

Person Specification: People Officer

Qualifications

- CIPD Level 3 is preferable not essential but minimum 3 year's experience

Knowledge & Skills

- Experience of working in a fast-paced HR function
- Experience of starter and leaver processes (including contracts)
- Familiarity with working with HR data systems
- Understanding of processing and administering payroll and pension monthly from start to finish
- Detailed knowledge of payroll and pensions
- High attention to detail
- Highly organised, ability to plan and prioritise own workload ensuring the meet deadlines effectively
- Pro-active and inquisitive nature
- Excel Skills - experience with using data sheets, formula and reporting

Personal Qualities

- Friendly, approachable, and knowledgeable.
- Customer-focused and high attention to detail.

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