



# Ark Isaac Newton Academy

PA to the Principal





## About Isaac Newton Academy

INA is based in new buildings between Ilford High Road and Green Lane in Ilford. The school's learning community is based upon the core values of mutual respect, personal discipline, and an unwavering commitment on the part of all community members to do whatever it takes to excel.



Isaac Newton Academy Secondary is a non-denominational, non-selective school, welcoming girls and boys from all backgrounds from the local community. The school opened with just 180 Year 7 students in September 2012. The secondary school has grown year on year and we now have 1200 11-18 year olds (including 250 students in the Sixth Form). In September 2014, Isaac Newton Academy opened a three-form entry primary school in purpose-built accommodation right next to the secondary academy. There are 90 children in each year group and, like the secondary school, it has grown a year group at a time. From September 2020, we now have children in Reception through to Year 6.

The London Borough of Redbridge forecasts a significant deficit in secondary school places over the coming years. The new Academy will thus serve a critical, long term need for the community. Although the local area encompasses considerable economic disadvantage, its young people achieve some of the best results in London schools. Ark was chosen to sponsor the academy because of the success of our educational model and the alignment of our educational vision with the Redbridge context.

Dear Candidate,

I am delighted to introduce you to Ark Isaac Newton Academy, a brand new, purpose-built, all-through school for students aged 4-18 in Ilford.

Our staff work tirelessly to ensure that each and every student is supported and stretched to reach their full potential. We focus on working towards achieving our vision **‘Together, we build a kind, safe and inclusive environment that instills the knowledge and character necessary to reach transformational destinations’**. Commitment to our vision has already delivered a series of great successes highlighted in October 2018 when the academy was judged by Ofsted to be outstanding in all areas.

Joining Ark Isaac Newton Academy in September 2020, I have spent more than a decade as a senior leader, a large portion of this within an all-through school. There is something incredibly special about working in an all-through school, which makes me committed to delivering the highest quality education to all the students at Isaac Newton Academy and will build on the successes already enjoyed by the school, especially highlighted with our amazing year 6, 11 and 13 academic outcomes in 2022 and 2023.

Our academy aims to be a ‘home from home’ for both staff and students. My belief is all students deserve a great school and staff a great place to work. Therefore, we are very clear with the culture that we wish to cultivate for our community. Central to this is being a mission led organisation, which is at the heart of everything we do and outlines our ambition, that goes beyond ensuring our students have excellent academic outcomes. Ultimately, working for Ark Isaac Newton Academy is about being part of something unique where aspirations for all people are incredibly high. We certainly want like-minded people to join our organisation and live our mission each day, every day: ***Striving together to be pioneers whose legacy makes a positive difference for our world.***

I wish you the best with your application.



Morgan Haines  
Principal



## Our Mission

Striving together to be pioneers whose legacy makes a positive difference for our world.

## Our vision

Together, we build a kind, safe and inclusive environment that instils the knowledge and character necessary to reach transformational destinations.

## Our Values & Beliefs

- **Integrity** – We are true to our values, doing what we say; we always do the right thing, even when it's hard and nobody is watching.
- **Kindness** – We always support each other, show genuine care and consider the feelings of others in all our actions and words.
- **Professionalism** - We model pride and positivity in all that we do; we are always respectful and take responsibility for our actions.
- **Growth mindset** – We work hard; we are resilient in adversity and unafraid of failure, always embracing our mistakes and celebrating our growth.
- **Excellence** – We are highly ambitious, doing the best in all we do to become the greatest version of ourselves.
- **Community** – We are unified, valuing relationships that create an environment where everybody is accepted and belongs.



## About Ark

Ark 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 has no faith affiliations.

All 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 39 schools in the UK across London, Portsmouth, Birmingham and Hastings. Each of our schools has its own distinctive character, reflecting its local community.

All Ark Schools prioritise six key principles:

- High expectations
- Excellent teaching
- More time for learning
- Knowing every student
- Exemplary behaviour
- Depth before breadth

## **A Commitment to Encourage Diversity**

Ark is committed to eliminating discrimination and encouraging diversity amongst our employees. Our aim is that our workforce will be truly representative of all sections of society and that each employee feels respected and able to give their best. To that end we are committed to provide equality and fairness for all in our recruitment and employment practices and not to discriminate on grounds of age, disability, gender reassignment, marriage/civil partnership status, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. We oppose all forms of unlawful and unfair discrimination.

## Job Description: PA to the Principal

<b>Reporting to:</b>	Executive Assistant & HR Lead
<b>Responsible for:</b>	Supporting the Principal
<b>Start date:</b>	As soon as possible
<b>Salary:</b>	Ark Support Scale Band 6 (£27,665-£32,828)
<b>Hours:</b>	36 hours a week, 52 weeks per annum
<b>Closing date:</b>	8am, Friday 1 <sup>st</sup> March 2024

### The Role

To represent the Principal in relating to a range of audiences. To be responsible for ensuring that routines, systems and procedures are in place to support the principal effectively in carrying out all aspects of my work to the highest possible standards.

### Key responsibilities

- To ensure an exceptionally high standard of secretarial, administrative and management support for the Principal, in order to assist in the smooth running of all her responsibilities and activities and enabling her to operate in a highly efficient manner
- To actively promote the academy and liaise with outside agencies as necessary, representing the Academy as appropriate
- To maintain a presence around the school to ensure that the highest standards of behaviour and site-usage are upheld
- To communicate and liaise with staff, students, parents, governors and members of the local community as appropriate
- To be active in issues of staff and student welfare and support
- To develop positive and constructive relationships with a range of external agencies and professionals
- To demonstrate a commitment to Equality of Opportunity for all members of the Academy's community.

### Detailed Responsibilities

- To meet with the Principal daily to agree priorities and actions for the day, and to deal with all matters as agreed and to deadlines set, maintaining regular communication with and giving periodic updates to the Principal
- To meet and greet the Principal's visitors, displaying due courtesy and tact, to ensure that visitors are welcomed into a friendly, efficient and professional environment
- To service the Principal's meetings (including the weekly SLT meeting) by sending email invites, booking rooms, preparing the venue and materials, supplying regular refreshments, taking minutes where required and carrying out follow up actions
- To sort travel arrangements, give directions and book tickets for the Principal as required
- To write letters, minutes, papers and correspondence with absolute accuracy and impeccable standard English and in a timely manner
- To write reports and produce documents, in word, excel and power point (sometimes from scratch and from own initiative) for the Principal, ensuring that the finished product is of the highest standard
- To maintain data relevant to the Principal's reporting structures
- To carry out research on the Principal's behalf
- To ensure that all enquiries and correspondence are dealt with promptly and effectively, in a manner that promotes a positive image of the Academy
- To show patience, understanding and the utmost professionalism at all time (as well as maintaining confidentiality) when dealing with phone calls and personal enquiries

- To alert the Principal immediately of any communication that requires urgent attention
- To organise the admin elements of key events and meetings that the Principal is involved in
- To make maximum use of the Academy's developing information and communications technology, including the network for diary management and the effective management of data bases
- To set up and maintain efficient and effective systems for filing and organising correspondence and paperwork, in liaison with the Principal, ensuring discretion and respecting confidentiality
- To support the Principal in managing their diary and appointment.
- To carry out the administrative process relating to suspensions, including informing Ark and the Local Authority of Redbridge
- To monitor all complaints received by the academy using the complaints tracker, ensuring the appointed member of SLT replies in a timely manner and each step in the process is added to the complaint's tracker.

#### HR Administrator

- To support the HR Lead & Principal in the recruitment process for new staff and internal recruitments
- To support the HR Lead with general HR Administration duties ensuring that the HR Lead is updated once each task given is completed.
- To process requests for Leave of Absences onto Bromcom
- To be aware of key tasks that the HR Lead completes e.g payroll, onboarding checks etc so they are able to complete if the HR Lead is absent.

#### Other

- To undertake training and development relevant to the post and in line with the Academy's priorities
- Undertake any other professional duties as set down in the ARK Schools pay and conditions of service document, and as directed by the Principal.
- To be willing to undertake appropriate training in line with contractual duties
- To be flexible in regard to working hours
- Attend and support out of hours' academy events beyond working hours when required e.g. parents' evenings, school productions, celebration events etc
- To support the Principal and members of SLT with duties as required and cover key duties points during transitions when the Principal/ HR Lead are not available to do so.
- This job description is subject to change with the agreement of the post holder



## PA to the Principal: Person Specification

### Qualification criteria

- Qualified to work in the UK
- English and Maths qualifications that demonstrate a high levels of literacy and numeracy
- Relevant qualification in office administration and/or ICT applications (desirable)

### Knowledge & Experience

- Experience of having worked successfully in at least one school in an urban, multi-cultural setting, with students from backgrounds of socio-economic disadvantage (desirable)
- Experience of running effective administrative, clerical and financial systems
- Experience of diary management (desirable)
- Experience of a senior administrative role (desirable)

### Skills, Behaviours and Qualities

- Vision aligned with Ark and the academy's high aspirations and high expectations of self and others
- An understanding of the strategies needed to establish consistently high aspirations and standards of results and behaviour in an urban school setting and commitment to relentlessly implementing these strategies
- The ability to work in close harmony with all staff
- The ability to follow instructions accurately, but make sound judgements and lead/show initiative when required
- The ability to take ownership of and responsibility for tasks and to work with minimum supervision
- Excellent listening skills, literacy skills, numeracy skills and ICT skills (word, excel, internet, email and MIS/Facility databases)
- Strong interpersonal, written and oral communication skills
- Strong organisational and time-management skills
- An eye for detail
- Hard working, conscientious and accurate
- Adaptability and flexibility
- Desire to go the extra mile to achieve an exceptional result
- Approachable, calm and caring
- Passion, resilience and optimism
- A firm and constant belief in the unlimited potential of every student and a commitment to inclusive educational provision
- The ability to skilfully manage and maintain effective working relationships with parents, governors, community members and other stakeholders
- A commitment to the safeguarding and welfare of all students
- An understanding of the importance of confidentiality and discretion
- The ability to develop positive relationships with all young people
- The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop further skills
- Confidence and self-motivation
- The ability to work well under pressure and to meet deadlines
- The ability to be decisive and to demonstrate soundness of judgement
- High levels of honesty and integrity
- A sense of humour and desire to have fun.

### Other

- This post is subject to an enhanced Criminal Records Bureau disclosure.

- The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity.

*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. 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.*

## Person Specification: Job Title