



Ark Soane Academy

Executive Assistant

Location: Acton, London – a five-minute walk from Acton Town tube station

Contract: Full-time hours, term time plus 2 weeks, permanent contract

Start date: October 2024

Salary: Ark Support Scale- Grade 8 Points 19-29 (FTE £34,452 - £40,452)

Closing date: Applications will be considered on rolling basis and early applications are advised.

Interviews: TBC

Opportunity for an exceptional candidate to support the expansion of a high performing a new Ark secondary school in Ealing.

Ark Soane Academy is a new secondary school in Acton which opened in 2021. We will have 720 students in Years 7-10 from September 2024 and will be launching our GCSE programmes for the first time.

Ark Soane seeks to redefine what is possible in education. Our model is “simplicity delivered expertly”: by delivering an immaculately planned and highly academic curriculum exceptionally well; and by providing our students with a compelling aspiration-raising ethos we seek to transform the future of students in a highly deprived community.

Behaviour at Soane is exemplary enabling staff to deliver exceptional lessons. Students are entirely bought-in to the values and ethos of the school and know that they are fortunate to attend a school where the quality of education is exceptional and where love, warmth, respect and the highest standards permeate every interaction. Students are a pleasure to teach and you can always expect a “thank you miss” when students leave the classroom.

We are a community of professionals learning together who believe we can all become exemplary in our field. We have a truly open-door culture where frequent low-stakes feedback is the norm. We value the input of all of our staff and collaborate to ensure the academy continues to improve as it expands. We frequently host teams of domestic and international educators who come to learn from us and help us shape our provision.

Ark Soane Academy is part of Ark, one of the UK’s most successful school groups, with a network of 39 schools in 4 locations across the country.

As a proud member of the network, we offer:

- Twice as many training days as standard
- Weekly staff training designed to meet the needs of the school
- Coaching for every teacher
- Protected co-planning time
- Access to high-quality, regular professional development
- Opportunities to collaborate with colleagues across the network.

The role:

We are recruiting an Executive Assistant who will also provide wide-ranging HR support. We are looking for candidates who proactive, flexible and willing to learn.

As the Executive Assistant to the Principal, you will play a crucial role in ensuring the Principal is best equipped to lead the academy. In this role, you will assist with the Principal’s top priorities by providing key administrative support, managing the Principal’s and SLT diary and being involved in a wide range of other duties.

Additionally you will provide the delivery of a proactive, effective, and efficient HR service for the academy, undertaking duties across a range of HR activities including payroll and data management, reporting, compliance, recruitment and selection, performance management, safeguarding casework, HR policy guidance and associated HR administration.

The successful candidate will have the opportunity to grow with the school. They will be supported in their development and preparation for future roles. We will develop every staff member that joins our team, providing one-to-one support, coaching and mentoring and access to extensive network training.

You will:

- Share the Ark Soane beliefs, vision and mission and be aligned with the Ark six pillars underpinning it.
- Be committed to Ark’s ethos of high expectations for every student in both academic achievement and personal development.
- Manage behaviour effectively to create a positive, calm and purposeful climate for learning.
- Have the drive, skills and resilient character required to help develop a new school.
- Be reflective about the Academy and committed to securing its continued development.
- Value and support practices driving continued progress across the network of Ark schools.





Job description

Key Responsibilities

- Maintaining efficient and effective systems for filing and organising correspondence, ensuring discretion, and respecting confidentiality.
- Managing the principal's diary and appointments.
- Assisting with data management, and producing correspondence and reports, sometimes of a confidential nature.
- Responsibility for exclusion documentation and paperwork for governing body meetings.
- Dealing with all phone calls and personal enquiries efficiently and professionally.
- Arranging and assisting with meetings as requested, including booking rooms, providing refreshments, preparation of materials and minute taking, in order to ensure their timeliness and smooth-running.
- Meeting and greeting the Principal's visitors, displaying due courtesy and tact, to ensure that visitors are welcomed into a friendly and professional environment.
- Communicating and liaising with staff, students, parents, governors, Ark Schools staff, members of the local community and other external parties as appropriate.
- Maintaining a presence around the school to ensure that the highest standards of behaviour are upheld.
- Organising the administrative elements of key events and visits in the school calendar including coordinating and planning for all practical arrangements.
- Producing a range of HR letters and correspondence (e.g. variation to contract letters, maternity, holiday entitlement) from standard templates and supporting with Disciplinary, Grievance, Capability and Appeal processes, including organizing meetings, preparing packs for attendees, note taking and outcome letters.
- Co-ordinating the annual Appraisal process, ensuring that managers complete meetings and associated appraisal records effectively and timely.
- Co-ordinating the staff induction process and ensuring the probation process is managed effectively.
- Keeping and maintaining all academy and Central HR policies, ensuring that all current HR related policies and procedures are available.
- Providing advice on training and development and arrange training.
- Developing and maintaining a staff training record of statutory training, e.g. fire safety, first aid, etc.
- Administering absence reporting and recording processes, ensuring that all absences are reported, recorded, and followed up on with the relevant line manager in accordance with the appropriate policies and procedures.
- Co-ordinating the staff induction process and ensuring that it is effectively managed.
- Taking minutes at formal meetings (e.g. discipline, grievance, capacity).

Human Resources

HR Systems, Data and People Management

- Supporting with the day-to-day HR service provision, working collaboratively with the academy's HR Manager, People Business Partner and Centralised People support service.
- Supporting with the HR Information System to ensure that electronic employee records are accurate and up to date and meets Ofsted standards. This will include responsibility for data entry, regular and ad hoc reporting.
- Maintaining an accurate and up-to-date Single Central Register (SCR) in accordance with the Keeping Children Safe in Education Regulations and Ofsted.

Recruitment and Selection

- Co-ordinating 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.
- Attending interviews as required and to provide feedback to all candidates after the interview, whether successful or not.

Marketing and Communications

- Acting as the main contact for all press enquiries, in consultation with the principal.
- Taking responsibility for the school's social media presence, including maintaining an accurate, up-to-date school website and twitter account.

- Overseeing the school's info email.
- Managing the school's twitter account.
- Managing the school's website.
- Responsibility for sending parent communications via e-mail and Bromcom.
- Responsibility for updating the school calendar with meetings, appointments, events etc.
- Managing the school's Outlook calendar & termly overview calendar.

Other

- Actively promoting the safety and welfare of our children and young people.
- Ensuring compliance with Ark's data protection rules and procedures.
- Liaising with colleagues and external contacts at all levels of seniority with confidence, tact, and diplomacy.
- Working with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required.

This job description is not an exhaustive list, and you will be expected to carry out any other reasonable tasks as directed by your line manager.

For more information about our school, please visit: www.arksoane.org. To arrange a confidential conversation with the Principal about this role, please contact Secretta Clarke at HR@arksoane.org or phone 020 81615579.

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.

Person specification



Qualification Criteria

- Math's and English GCSE at grade C or above (or equivalent)

Knowledge, Skills and Experience

- Experience providing PA or secretarial support to staff at a senior level.
- Experience of running effective administrative processes, preferably in a school environment.
- Excellent organisation and time-management skills.
- Excellent communication skills.
- High level of proficiency with Microsoft Office.
- Able to build relationships across a range of stakeholders and anticipate the needs of others.
- Able to manage a high-volume workload including projects, prioritising accordingly to meet deadlines.
- Able to take ownership of tasks and work with minimal supervision.

Personal Characteristics

- 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 multitask and meet deadlines.
- A team player that can work collaboratively as well as using own initiative.
- Helpful, positive, patient and caring nature.
- Calm and professional under pressure.
- Understanding of the importance of confidentiality and discretion.
- Flexible attitude towards work and demonstrates sound judgement.

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.

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Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. 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 it occurred. To read more about Ark's safer recruitment process, please click this link.





Ark Soane
Academy

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