



**Ark Victoria Academy**

## Senior Administrator

<b>Reporting to:</b>	Office Manager
<b>Start Date:</b>	As soon as possible
<b>Location:</b>	Ark Victoria Academy, Talbot Way, Small Heath, Birmingham, B10 0HJ
<b>Contract:</b>	Permanent
<b>Working Pattern:</b>	Full time (annualised hours, term-time only plus two weeks to be worked in the holidays – 41 weeks in total)
<b>Working Hours:</b>	The hours will be agreed with your line manager and will fall between the office hours of 7:30am and 4:30pm.
<b>Salary:</b>	Ark Support Pay Scale Grade 6, points 8 – 19 (£24,702 - £29,777) per annum. The full salary will be received and will <b>not</b> be pro-rata).
<b>Closing Date:</b>	<b>17<sup>th</sup> October 2024 at 11:00am</b>

Ark Victoria Academy is seeking a Senior Administrator to join our diverse Operational team.

You will deputise for the Office Manager and will be a front-facing representative of the academy, dealing with visitors, pupils, staff and other stakeholder groups along with general day to day administration tasks. You will support in the leadership of our fantastic school office team and will receive support and guidance from the Office Manager and Operations Manager. The right candidate will be an excellent team player and will demonstrate their ability to work well under pressure, in a fast-paced school 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 a desire to grow and develop into an Office Manager or more senior role
- have experience in leading a team or deputising effectively
- have excellent administrative and organisational skills
- be competent user of Microsoft Office and confident to learn and use new technologies

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.

Ambitious

Resilient

Kind



# About Ark Victoria Academy

***Aim high, be brave, be kind, keep learning!***

Ark Victoria Academy provides pupils with a unique journey in their education through the curriculum, personal development programme, student experience offer and the vast range of opportunities that we are able to provide as an all-through school.

Whilst being a large school, we are able to retain a family feel, to nurture our pupils through their schooling and ensure that they leave us with the skills and qualifications necessary to continue their journey of life-long learning in a university or career of their choice.

It's for this reason that Ark Victoria Academy was judged 'Good' by Ofsted in May 2019, with a strong emphasis on expert subject knowledge from our teachers, strong teaching and leadership and a focus on excellence for our students and staff.

Find out more about us on <https://arkvictoria.org/>

## ***Why work for our school?***

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

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

- We take CPD seriously, which is why we offer twice the number of training days as standard
- Our school's 'Wellbeing Wednesdays' are a great hit – get in touch to find out more
- Our staff can take advantage of our on-site fitness suite
- Access to Ark Rewards scheme offering up to £1,000 a year in savings from over 3,000 major retailers
- Interest-free loans of up to £5,000 available for season tickets or a bicycles
- Gym discounts offering up to 40% off your local gym

For an informal, conversation about the role please contact HR Manager, Kelly Mubarik on 0121 393 4459 or [k.mubarik@arkvictoria.org](mailto:k.mubarik@arkvictoria.org)

## **How to Apply:**

Please visit <https://arkvictoria.org/jobs/vacancies> and submit your application. Please note we will be reviewing applications on an on-going basis and this advert may close earlier than advertised depending on the level of response.



# Job Description

## Key Responsibilities

- Support the Office Manager in the leadership of the school office and administration team
- Deputise for the Office Manager in their absence to ensure a full range of excellent, consistent administrative support is delivered across the school
- To provide accurate and efficient administration support as part of a school administrator role
- To provide reprographic support to the reprographics lead where required
- To liaise with parents and medical professionals where required if pupils are unwell
- To sort and distribute all incoming post apart from anything marked private and confidential. Ensure that all post is distributed to staff pigeon holes on a daily basis
- Know the school calendar and the school's daily schedule so that all enquiries can be answered
- Oversee central stationery stocks, with responsibility for ordering and distribution
- To assist with parent communications, including letters, texts and emails
- To provide cover support to Reception respond to incoming calls and queries to ensure that they are answered in a timely and professional manner
- Ensure that calls and messages are correctly routed to their intended recipients, or an appropriate member of staff, to assure a quick and effective communication system
- Greet visitors to the reception area as required, ensuring that visitors are welcomed into a friendly, professional environment
- Ensure all visitors comply with the academy's Health & Safety Policy and safeguarding of children policies, and appropriate records are completed
- Maintain the Inventory signing in system
- Ensure that internal and external perceptions of the academy are managed and protected within favourable boundaries, maintaining confidentiality wherever appropriate. The role holder will need to liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Ensure all supply teachers receive an up-to-date and complete welcome pack
- To administer first aid to students as required and be part of the first aid rota
- To undertake training and development relevant to the post and in line with the academy's priorities
- To undertake any other duties as directed by the Executive Principal

## Person Specification

### Qualifications

- Right to work in the UK
- GCSE English and Mathematics grade C or above (or equivalent) (desirable)
- First Aid qualification or equivalent (desirable but training can be provided)

### Experience

- Experience of liaising with pupils, staff members and external stakeholders
- Excellent administrative and organisational skills
- Competent user of Microsoft Office and confident to learn and use new technologies
- Experience of working as a receptionist or other customer service role

## Personal qualities

- Excellent communication skills both written and verbally
- Good organisation skills and able to prioritise tasks
- Polite, friendly, and helpful manner
- Able to use initiative

## Other

- Willingness to undertake training
- Commitment to the safeguarding and welfare of all pupils.
- This post is subject to an enhanced DBS check

*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.*

## Executive Principal

I am delighted and proud to welcome you to Ark Victoria Academy, a family school in the heart of Small Heath. I joined our academy in 2019 and am working hard with our pupils and staff to make sure our school continues to improve. We want to provide an excellent education for each and every one of our pupils.



As Principal, it is my responsibility to create an environment in which your child can become a confident, articulate, resilient and kind young adult. Our curriculum, enrichment programme and student experience days, help ensure our pupils learn, thrive and make progress. We are committed to preparing and supporting our pupils to go on to pursue careers they are passionate about, contributing positively to society and living happy, healthy and fulfilled lives.

Our school community works hard to ensure our values of being **ambitious**, **resilient** and **kind** underpin our work and are upheld by us all.

We know that all children can and will achieve success and our dedicated staff work hard to nurture, support and provide challenge, to make this a reality. We welcome and value the input of carers and parents; together, we work hard to help realise the dreams and ambitions of our children and their families.

Please take a look around our website to find out what we can offer your child. The best way to really understand our school is to experience it. I would love to show you around and answer any questions you may have.

**Ms Ela McSorley, Executive 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

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**Ambitious**

**Resilient**

**Kind**



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.

