

## Secondary Student Services & Health Coordinator



# 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.

## **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.



# About Ark John Keats Academy

Ark John Keats was founded in 2013 with one class of reception children. We are now a fully-fledged all-through school, running from nursery to year 13, with over 1800 children. Our school is oversubscribed, with a waiting list for every year group. Our community is composed of supportive and committed families who buy into our vision and work with us to ensure their children achieve all they are capable of in the future.

We aspire for all our children to have the academic knowledge necessary to enable them to progress to university, for pupils to have a love of learning and curiosity about the world, and for them to be polite, well-mannered young people who take responsibility for their choices and drive their own destinies. Our core values underpin everything we do:

## **Kindness, Effort, Aspiration, Tenacity, and Success**

At Ark John Keats, we aspire for all our children to gain the academic knowledge necessary to progress to university, to develop a love of learning and curiosity about the world, and to become polite, well-mannered young people who take responsibility for their choices and drive their own destinies. The academy's approach to achieving this is based on our six pillars:

### **High Expectations**

Every adult who works at AJK believes in the limitless potential of all children.

### **Excellent Teaching**

Subject specialists rigorously plan lessons which make pupils work hard and think deeply about the subject, fostering their curiosity and love of learning.

### **Exemplary Behaviour**

Pupils are unfailingly polite and well-mannered individuals who take responsibility for their own actions and seek to help others whenever they can.

### **Depth for Breadth**

Our rich, challenging curriculum builds pupils cultural capital to ensure they can all knowledgeable, articulate and university ready.

### **Knowing Every Child**

Our teachers know and care about every child they interact with, proactively building strong and positive relationships between school and home.

### **Always Learning**

Our continuous professional development, co-planning meetings and coaching ensure teachers feel both stretched and supported, able to develop as teachers and leaders in a long-term career at Ark John Keats Academy.



# Welcome from the Principal



Dear Candidate,

I am delighted to introduce you to Ark John Keats Academy: an all-through school in Enfield with a mixed comprehensive intake. Our mission is to ensure our pupils lead a life of genuine choice and can drive their own destinies because they have a rigorous academic curriculum, which is well taught, and because they know that kindness, effort, aspiration and tenacity lead to success. We are a member of the successful Ark network of schools and are proud to serve the young people and families in our community here in Enfield.

We opened our doors to our first reception classes in September 2013 and our first cohort of year 7 pupils joined us in September 2014. We currently have over 1800 pupils enrolled from nursery to year 13 and are oversubscribed in every year group. Our teaching staff are experts in their subject areas and all staff at the academy share a commitment to upholding the highest expectations. We have created an academy that is renowned for its calm, orderly and purposeful environment, where pupils behave maturely and respectfully and enjoy the rich experiences that we offer. As a result, our students secure excellent academic outcomes, become kind and well-rounded young people, and go on to impressive destinations (on average over 65% of our students go on to one to study at a top third university in the U.K.). The academy was graded good in all areas in our Ofsted inspection of January 2023, and we are committed to building on this foundation to ensure that every aspect of our school is truly excellent.

This is a fantastic place to develop your career and to make a positive contribution to the lives of young people. We are looking for talented and dedicated staff, who are ambitious for our pupils as well as themselves, to join us in this next phase of our development.

Kind regards,



Katie Marshall, Principal



## Ark John Keats Academy Secondary Student Services and Health Coordinator

**Location:** Enfield – easily accessible from central, north, and east London, as well as surrounding areas.

**Salary:** Ark Support Band 4, Point 3-7 (£25,633-27,245 pro rata) depending on experience.

**Working pattern:** Term Time with 1 additional week (39 weeks + 1 week in August - 40 hours per week.

**Hours & Work Pattern:** 07.30am – 4.30pm - 39 weeks per year, term time plus 5 days of 5 hours (Last 5 working days of August)

**Contract:** Permanent

**Start date:** ASAP

**Closing date:** 31<sup>st</sup> October 2024 at 09.00am

*We will be reviewing applications on an on-going basis and this advert may close earlier than advertised depending on the level of response.*

**Interviews:** On-going until position is filled

**Ark John Keats is an exceptional school looking to hire exceptional people.**

### About the role:

Ark John Keats is an excellent and heavily over-subscribed school serving a diverse and aspirational community. We are looking to recruit into our fantastic secondary admin team. You will work as part of a high performing team with clearly defined roles and play a key role in supporting the successful running of an outstanding school including providing support to the Senior Leadership Team, staff, governors, students and parents to always uphold the vision and ethos of the school and provide excellent customer service to a range of stakeholders. You will have key responsibilities for printing and signage across the whole school and take an active part in the logistics of the school day. We are looking for a reliable, organised and energetic person keen to add value to our pupils' lives.

### You will:

- Be vision aligned with our approach to curriculum and teaching.
- Have genuine passion and a belief in the potential of every student.
- Have up-to-date knowledge in the curriculum area.
- Be motivated to continually improve standards and achieve excellence.

### About our school:

Ark John Keats was founded in 2013 with one class of reception children. We are now a fully-fledged all-through school, running from nursery to year 13, with over 1700 children. Our school is oversubscribed, with a waiting list for every year group. Our community is composed of supportive and committed families who buy into our vision and work with us to ensure their children achieve all they are capable of in the future.

We aspire for all our children to have the academic knowledge necessary to enable them to progress to university, for pupils to have a love of learning and curiosity about the world, and for them to be polite, well-mannered young people who take responsibility for their choices and drive their own destinies.

Ark John Keats is part of Ark Schools, a hugely successful network serving pupils from deprived communities. Our network shares a belief in our six pillars, find out about them [here](#).

If you would like to find out more about us, please visit [www.arkjohnkeats.org](http://www.arkjohnkeats.org).

### We offer:

- Twice the number of training days as standard.
- 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 bicycle.
- Gym discounts offering up to 40% off your local gym.

### How to get to us?

**Travelling by rail from central London:** Our nearest overground station, Turkey Street, is a 10-minute walk from the school and stops at Seven Sisters, Stoke Newington, and Hackney Downs on the way to Liverpool Street. National Rail services are also a 10-minute walk and stop at Tottenham Hale and Hackney Downs before finishing at Liverpool Street.

**Travelling by car:** We are easily reached by car, with most of Northeast London accessible within 30 minutes. There is free on-site parking for staff.

**How to apply:**

Please find the role on [www.arkjohnkeats.org/vacancies](http://www.arkjohnkeats.org/vacancies) and apply. We will be reviewing applications on an on-going basis and this advert may close earlier than advertised depending on the level of response.

For further information or to arrange a discussion, contact us at [recruitment@arkjohnkeatsacademy.org](mailto:recruitment@arkjohnkeatsacademy.org).

*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 they occurred. To read more about Ark's safer recruitment process, please click this [link](#).*



## Job Description: Secondary Student Services and Health Coordinator

**Reports to:** Operations Manager

**Start date:** ASAP

**Salary:** Ark Support Band 4, Point 3-7 (£25,633-27,245 pro rata) depending on experience.

### The Role

Ark John Keats is an excellent and heavily over-subscribed school serving a diverse and aspirational community. We are looking to recruit into our fantastic secondary team. You will create an environment that supports our students, promoting their health and welfare and responding to the needs of individual children and staff members in Ark John Keats Academy. You will take an active part in the logistics of the school day by supporting students at Student Services. You will liaise with staff and parents regarding individual and larger scale health and hygiene issues, ensuring that positive links are maintained. We are looking for a reliable, organised and energetic person keen to add value to our pupils' lives.

### Responsibilities

#### Student Services

- To contribute to the general life of the school (assemblies, parents' meetings, outing etc).
- To develop in line with Health and Safety Policy, a good practice guide for staff on relevant health issues
- Work with PSHE co-ordinator to support relevant health related issues in schemes of work and provide high quality health related display
- To carry out any other duties as required by SLT
- To manage pupil lost property
- To support with AM and End of Day routines of uniform, lateness and pupils leaving school
- To issue lunch cards and taking pupil fingerprints

#### Welfare and medical duties

- To ensure the safe keeping and safe administration of medicines and medical equipment brought into the academy by pupils
- In an emergency, to liaise with the ambulance service, and if parents are unavailable, go to hospital with pupils and stay until the parents arrive
- To ensure first aid boxes are in place and kept stocked throughout the academy
- To provide necessary training (e.g. Epi-pen) where appropriate
- Keep records of all the school first aiders and when necessary, arrange initial or update First Aid Training courses.
- Review and implement health care plans
- To produce reports on major health issues drawing on evidence of records for Principal and other Senior Leaders
- To respond to all first aid calls across the school
- To coordinate and update all relevant medical passes (e.g. toilet passes) and manage parent and staff communication, including temporary plans related to short term illnesses or medication.

#### Managing/communicating health and safety issues

- To liaise with the medical services and Operations Manager in order to arrange and coordinate all pupil eye, dental and medical examinations and vaccinations held in the academy
- To organise and maintain the upkeep of the medical room, ensuring that necessary stock and equipment is to hand and ordered as required
- To maintain health records of all pupils, accident record and a log of all pupil visits to the medical room
- To support staff health and provide advice as requested
- To produce weekly reports for Senior Leaders on pupil visits to medical room
- To attend meetings and case conference as required



- To participate in discussion and meetings with academy staff and others as required
- To Report H&S incidents and potential risks to the Operations Manager

**Child protection**

- To have due regard for safeguarding and promoting the welfare of children and young people
- To follow the child protection procedures adopted by the Safeguarding Children's Board and the academy's Safeguarding Policy.

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



## Person Specification: Secondary Student Services & Health Coordinator

### Qualification Criteria

- GCSE at grade C/4-5 (equal) or above in English and Maths
- Qualified to degree level desirable but not essential.

### Experience & Knowledge

- Experience of running effective administrative systems, preferably in a school environment
- Experience of data entry into databases and other IT systems
- Excellent communication, writing and editing skills
- Excellent organization and time-management skills
- High level of proficiency with Microsoft Office
- Able to build relationships with a range of stakeholders and anticipate others' needs
- Able to manage several projects at once, prioritising accordingly to meet all deadlines
- Able to take ownership of tasks and work with minimal supervision

### Behaviours

- 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.
- 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.

*This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.*

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. 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.*

**For further information or to arrange a discussion, contact us at [recruitment@arkjohnkeatsacademy.org](mailto:recruitment@arkjohnkeatsacademy.org).**

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