

Job Description: Programmes and Operations Administrator

Reports to: Programmes and Operations Manager

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

Contract: Permanent

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

Salary: £23,366 to £25,000

About the teams:

This role sits across the Curriculum and Extended Curriculum Teams. The Curriculum Team provide expertise, training and support to teachers and senior leaders in schools who deliver curriculum, setting high expectations for academic progress to ensure our students reach their potential and have the tools they need to succeed in life after school.

The Extended Curriculum team provide tools and opportunities for students to learn outside of the classroom through a range of extra-curricular programmes and events, with the aim of creating well rounded individuals who understand their passions, interests and can thrive in any environment. Your role will lead in the administration of our flagship Sport and Music programmes, as well as a range of other projects within Extended Curriculum. You will be an integral part of the team to ensure we deliver inclusive and professional programmes for our students, teachers and wider school communities.

About the role:

We are looking to recruit a Programmes and Operations Administrator to provide administrative support to the Programmes and Operations Manager and the wider team.

The successful candidate will excel and take pride in delivering a range of different administrative duties including planning, tracking and reporting, and will have the ability to communicate well.

The role involves working on-site at events on a regular basis, in addition to normal office hours. As such, the role would suit a highly organised individual with a practical, can-do approach, who enjoys working with a range of different people. The role holder would have a strong desire to work with, and with the aim of, improving the lives of our students through education.

Key Responsibilities:

Programme and Operations Administration

Leading on administration to deliver a programme of meetings, training sessions and events, including:

- Managing delegate communications and attendance
- Coordinating school and student registration
- Liaising with venues and supporting with contracts
- Coordinating printing, materials and equipment required
- Assisting with operational logistics at pupil-facing events and training
- Collecting feedback

Team Administration:

- Assisting with diarising the team calendars and keeping calendars up to date with any changes or additions throughout the year
- Processing invoices, expenses and tracking expenditure
- Assisting in the booking of travel and hotels
- Organising hospitality and catering
- Administrative support for Network Days (our termly, larger-scale, conference style events)

Being the 'Learning Champion' for the team:

- Participating in termly meetings
- Taking an active role in learning about new developments on the platform, and ways the team can utilise the Ark Learning Management System to improve processes

Person Specification: Programmes and Operations Administrator

Knowledge & Skills

- The role would suit someone who has worked in a professional setting for 1-2 years as a team administrator, or similar, who is looking to gain further knowledge and expertise, particularly within programme and events administration
- Ability to communicate clearly, concisely and effectively
- Highly computer literate, with excellent Word, Excel and PowerPoint skills, including diary management using Microsoft Outlook
- Strong administration skills and the ability to maintain and implement effective systems
- Strong organisational skills
- Excellent interpersonal skills
- Excellent attention to detail

Personal Qualities

- Helpful and calm with a positive attitude towards work
- Able to work well independently and as part of a team
- Demonstrates resilience, motivation, and commitment to driving up standards of work
- Ability to manage own workload
- The ability to build positive working relationships
- The ability to multitask and prioritise competing demands effectively
- Aligns with the belief that every child can succeed given the right opportunities, and understands the part this role plays in this important work

Other

- Right to work in the UK
- Ability to travel within London, with very occasional travel to Birmingham, Hastings or Portsmouth, using public transport whenever practicable
- Some evening and weekend work for fixtures and training
- 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

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.

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](#).