



# Administration Manager

Ark Support Scale 8: Pay Points 27 – 34 (£28,489 - £34,643)

Required for: September 2019

**Ark Walworth Academy is a thriving school in the heart of central London. We serve a vibrant, diverse community in Zone 2, with excellent access to all the city has to offer for students and staff alike.**

We are looking to appoint a highly motivated and inspiring Administration Manager at this exciting stage in our development. As our Administration Manager you will be leading a dedicated admin team, including our front-of-house reception staff and student services reception. As well as holding a key role in the central function of the school, you'll need to be an inspirational role model to our pupils and work with both staff and the wider school community to establish a supportive and nurturing environment in which children can progress. Walworth Academy needs staff who are driven, passionate, committed and resilient. Our staff must be driven by a strong moral purpose and really want to make a difference to the lives and futures of our students. The successful candidate will have a genuine passion and belief in the potential for every student.

## Our staff are:

- Committed, enthusiastic practitioners seeking to support excellent progress for our students
- Educators who aspire to the highest standards of behaviour, academic success, and wellbeing for all in our community
- Resilient, reflective and thoughtful professionals, seeking to develop themselves with us

## In return, we offer:

- An externally recognised progression route with the support of a nationally recognised network
- Dedicated Network Leads for subjects and areas, providing cutting-edge training and development opportunities
- A fully accessible, well resourced, multi-million pound building in which to practice
- A school community with a genuine family ethos, investing in staff wellbeing with sports and events
- Varied routes into teaching and industry-recognised professional qualifications (ATT, PGCE, Teach First, Now Teach, NPQML, NPQSL, BA and Masters programmes)
- A comprehensive support and induction programme for all staff including *accommodation in zone 2 available for NQTs and trainees.*
- A dedicated Employee Assistance and benefits package from Ark

Further details about the post and how to apply can be found on our website [www.walworthacademy.org](http://www.walworthacademy.org). Visits to the school are warmly welcomed.

We look forward to receiving your application





# Ark Walworth Academy

## Job Description: Administration Manager

<b>Reports to:</b>	Operations Director
<b>Start date:</b>	September 2019
<b>Location:</b>	Ark Walworth Academy
<b>Contract:</b>	Permanent
<b>Salary:</b>	Ark Support Scale 8: Pay Points 27 – 34 (£28,489 - £34,643)
<b>Hours:</b>	36 hours per week, All Year Round

### The Role

As Administration Manager, you will play a key role in ensuring the administrative functions of the Academy run efficiently and effectively. You will supervise reception and administrative staff, whilst implementing and maintaining efficient systems and processes.

This role requires an ability to work under pressure, with excellent organisational, planning and multi-tasking skills.

### Key Responsibilities

- Day to day line management of all administrative staff
- Producing, updating and circulation of the Administration Team rota
- Delegation of administration duties to the Administration Team
- Performance management of administrators
- Review of all current administrative systems and processes to ensure they are brought in line to support and implement a central administration function
- Oversight of First Aid queries and delegation of administering First Aid within the Administration Team
- Leading and developing a paperless system
- Reviewing current student medication procedures
- Ensuring that the Administration Team undertake accurate record keeping
- Ensuring that an efficient administration service is provided to all stakeholders
- Assisting Directors of Progress with the organisation of Parents' Evening administration
- Oversight of Free School Meal (FSM) applications for all students and increasing uptake, working with Directors of Progress to ensure efficient reporting of current FSM students who are not accessing this
- In conjunction with the Finance Manager and Director of Operations, assist in the administration of financial systems such as uniform sales, income from trips, stationery income and collection of dinner monies and chasing outstanding dinner money debts



# Ark Walworth Academy

- In liaison with the Operations Director, regularly review the admin staffing structure and responsibilities to ensure they remain fit for purpose and in accordance with the Academy Improvement Plan.
- Ensuring that administrators are dealing with all internal and external correspondence promptly Assisting the Administration Team with logging absent messages from parent/carers
- Covering of Student, Sixth and Visitor Receptions as and when required
- Management of student receptionist rota and allocation of duties
- In liaison with the Operations Director, innovate to promote efficient working administrative practices in the academy

## Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark's data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work 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 reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.*



# Ark Walworth Academy

## Person Specification: Administration Manager

### Qualifications

- Right to work in the UK (essential)
- GCSE English and Maths Grade C or above (or equivalent)
- Relevant qualifications in office/School business administration, CSBM (desirable)

### Knowledge, Skills and Experience

- Experience of a senior administrative role or similar
- Experience of working within a school environment (desirable)
- Line management or supervisory experience (essential)
- Excellent customer service skills
- Able to manage several projects at once, prioritising accordingly to meet deadlines
- Able to take ownership of tasks and work with minimal supervision
- Strong IT, systems, administrative and organisational skills
- Excellent written and oral communication skills
- Understanding of relevant legislation, policies and procedures, and the ability to apply this understanding to real situations

### 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 multi task 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

- This post is subject to an enhanced DBS check
- The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity.
- Willing to attend training appropriate to the post



# Ark Walworth Academy

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.

*Ark Schools is committed to eliminating discrimination and encouraging diversity amongst our employees. We endeavor to build a workforce that 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. The appointment and recruitment procedure must always be applied fairly and in accordance with employment law and the Ark Schools Equal Opportunities Policy*

**Please note: Ark Walworth Academy is committed to the safety and protection of its students. Walworth is a non-smoking environment.**

July 2019