



Administrator

Salary: £23,427 - £27,021

Ark Inner London Support, Grade 5, Points 5 – 13

Contract Type: Permanent – All Year Round

Required for as soon as possible

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.

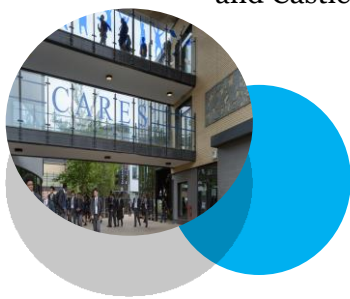
We seek an enthusiastic and committed individual to join our administrative team. This role is a mixture of both administrative and reception duties and you will need strong IT skills as you will be using a variety of systems. You will be dealing with students, parents and other stakeholders on a daily basis, therefore, excellent customer service and a high level of professionalism is required. Administrative experience and the ability to work well in a team are key to success in this role. This is a varied role that requires an individual who is confident and comfortable adapting to change.

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, accessible via various transport links, including train, tube and bus services from Elephant and Castle, as well as bus links from London Bridge and Tower Bridge





Ark Walworth Academy

- 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 (Ark Teacher Training, 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 Rewards

Due to COVID-19, we have adapted our recruitment process. Some aspects of interviews may be conducted remotely, as well as some assessments of candidates. More details about our Virtual Interviews can be found on our website [here](#).

Closing Date: 20th June 2021
Interviews: Week Commencing 28th June 2021

Further details about the post and how to apply can be found on our website:
www.walworthacademy.org

We look forward to receiving your application.



Job Description: Administrator

Reporting to:	Administration Manager
Location:	Ark Walworth Academy
Contract:	Permanent – All Year Round
Working Pattern:	Full Time
Salary:	Ark Support 5, Pay Points 5 - 13: £23,427 - £27,021

The Role

In this role you will provide a comprehensive administrative support to the school including providing support to the Senior Leadership Team, staff, governors, students and parents. You will collaborate with the other members of the front office team to uphold the vision and ethos of the school at all times and provide excellent customer service to a range of stakeholders.

Key Responsibilities

- Establish and maintain efficient administrative systems and processes to support the effective running of the school
- Provide general clerical and administrative support for the school
- Maintain manual and computerised records and management information systems, producing accurate lists or data as required by colleagues or compliance bodies
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and professionalism
- Assist with student welfare and liaise with parents where necessary
- Maintain stationery and photocopier paper supplies, manage stock cupboard and distribute as required
- Arrange school trips efficiently, taking responsibility for bookings and coordination of all school trip requirements

Reception

- Reception duties, providing a first point of contact for all incoming communications to ensure that they are answered in a timely and professional manner, presenting a positive image of the academy
- Interacting with parents, carers, colleagues and visitors to the school, at all levels of seniority, with confidence, tact and professionalism
- Ensure safeguarding procedures are followed for all visitors, including maintaining single central record and appropriately handling incoming calls and enquiries
- Ensure that all communications are correctly logged and routed to their intended recipients, or an appropriate member of staff, to ensure a quick and effective communication system
- Deal effectively with school post, receive deliveries and maintain electronic mail systems ensuring that information is passed to relevant staff in a timely manner



Ark Walworth Academy

Ensure that queries are dealt with effectively, taking the initiative to identify and handle issues that arise on behalf of the leadership team and others

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Arks 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 not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.



Person Specification: Administrator

Qualifications

- GCSE English and Mathematics Grade C or above
- First Aid Trained or willingness to undertake training

Knowledge, Skills and Experience

- 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 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

- 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.

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



Ark Walworth Academy

and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

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.