**Ark John Keats Academy Primary Office Manager and Personal Assistant to Primary Senior Leadership**

**Reports to:** Primary Headteacher/ School Operations Manager

**Start date**: February 2022

**Salary:** Ark support staff band 9 (£32,108-£38,381) depending on experience

**Closing date:** Friday 21st January [Please note that interviews will be held on a rolling basis, and we reserve the right to close the application process early. Early application is advised.]

**Exciting opportunity to join an exceptional school in north London.**

This is an opportunity for an exceptional candidate to be a PA/Office Manager at an exceptional school in North London.

The successful candidate will work with the Primary Headteacher and Primary Senior Leadership Team to provide comprehensive and effective administrative support, manage the school calendar and individual SLT diaries and ensure that visitors to the academy are welcomed into a friendly and professional environment.

You will supervise the school office team and will support the whole school Operations Manager with wider school administration. As part of the wider staff team, you will always uphold the vision and ethos of the school and provide excellent service to a range of stakeholders.

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 secondary 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:

**High expectations:** Every adult who works at AJK believes in the limitless potential of all children.

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

**Exemplary behaviour:** The AJK community is one of politeness, gratitude and service, where pupils take responsibility for their choices and want to behave impeccably.

**Depth for breadth:** An academic curriculum, rich in powerful knowledge, opens up opportunities for our children for the rest of their lives.

**Knowing every child:** A culture of respect and kindness, combined with proactive work with families, leads to positive relationships which unlock learning capabilities.

**Always learning:** Our culture of continuous improvement is supported by a research-driven programme of development and a spirit of collaboration.

At Ark John Keats, we believe in **rigour** – our curriculum is full of challenge, and we know that our children are intellectually resilient and capable of learning lots in every subject no matter what their starting point.

We believe in **exemplary behaviour** – we have sky high standards and support all children to reach these, by focusing on developing pupils’ self-regulation, explicitly teaching pupils how to behave, and by working closely with families.

We believe in **the limitless potential of all children** – if children work hard, there are no limits to what they can achieve.

At Ark John Keats, you will be joining a committed team of professionals. You will benefit from one to one coaching on your teaching no matter what stage of development you are at, because we believe all teachers deserve to get better every year. You will have ten days of CPD over the course of the year. We have a no-email policy after 6pm or at weekends to safeguard work/life balance for our team, and a free gratitude breakfast for all staff on Fridays to share our appreciation for each other.

Please submit your application by Friday 21st January For an informal, confidential discussion, please contact the Primary Headteacher, Olamide Ola-Said via [m.said@arkjohnkeatsacademy.org](mailto:m.said@arkjohnkeatsacademy.org)

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**The Role**

As Office Manager and PA for the Primary Senior Leadership Team, 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, systems and processes.

**Management & Administration**

* Ensure that a full range of excellent administrative support service is delivered across the school
* Take a lead role in planning, developing and monitoring operational systems, procedures and policies
* Line manage a team of reception and administrative staff to ensure an effective and efficient support service

**PA**

* Manage the appointments diary and travel arrangements of the Senior Leadership Team, keeping them informed of all forthcoming visits and important diary notes.
* Respond to all stakeholder queries- especially in the absence of the Headteacher and decide how to screen telephone calls, enquiries and requests and handle them or delegate to others as appropriate.
* Co-ordinate, produce agendas and take minutes at key meetings, and produce accurate written records for distribution.
* Assist in for the production and formatting of accurate and high-quality School Publications as required.
* To welcome and look after external visitors on behalf of the Senior Leadership Team and ensure refreshments are available.
* To respond to emails, correspondence and writing letters and taking dictation and minutes.
* Maintain accurate files and reference systems, including archives and current key contact names and addresses.
* To welcome and look after external visitors on behalf of the Headteacher and ensure refreshments are available.
* To alert the Senior Leadership Team well in advance of approaching issues and/or events.

**School Operations**

* Manage the health, safety and welfare of staff and other people on school premises as directed by the Headteacher/Operations Manager
* Be responsible for first aid cover and training, maintaining records and supplies
* Support the management service contracts maintaining a register of contracts and maintenance agreements
* Take responsibility for the school’s social media presence, liaising with website managers, to ensure and maintain the excellent appearance and accurate/up-to-date content of the school website

**HR**

* To manage the HR Information System and payroll information to ensure that electronic employee records are accurate and up to date and which meets Ofsted standards. This will include responsibility for data entry, regular and ad hoc reporting, and an annual data cleansing exercise
* To maintain an accurate and up-to-date Single Central Register (SCR) in accordance with the Keeping Children Safe in Education Regulations and Ofsted

**Administration & Reception**

* To line manage the Office team in managing all aspects of reception and administration responsibilities. This will include working daily on reception to support during busy periods and covering for the receptionist
* To work with the administration and receptionist to ensure the pupil admissions process, including but not limited to; maintaining relevant databases, providing timely reports, supporting pupil induction and completing the Pupil Census.
* To establish and maintain an effective hospitality and reception service for a wide range of contacts
* To provide oversight of effective administration systems throughout the academy
* To establish administrative systems and procedures for all departments within the academy, and to train and support staff to ensure that these systems and procedures are properly implemented and effectively controlled
* To ensure that the academy complies with Data Protection and Freedom of Information legislation, in conjunction with Ark Governance Team
* To provide daily cover for reception as required

**Staff Management & Teamwork**

* To manage all designated staff to ensure they are motivated, have high levels of commitment and productivity and perform well in their roles
* To lead on and be an active participant in the academy’s performance management processes for operational staff, which will include an annual review and regular review of roles and responsibilities in the interest of the academy’s needs
* To arrange or deliver training for the Operations Team

**Other**

* Carry out other reasonable tasks as directed by the Headteacher
* 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: Primary Office Manager/PA**

**Qualification Criteria**

* Educated to degree level or equivalent
* A record of Continuing Professional Development activities
* Right to work in the UK

**Knowledge, Skills and Experience**

* Experience of people management
* Knowledge and experience of management systems within a primary school setting (desirable)
* Experience of working with a range of internal and external partners
* Knowledge and experience of managing procurement, contracts for services and supplies
* Knowledge and experience of managing health and safety etc.
* Experience of implementing procedures and processes within operational departments

**Personal Characteristics**

* Genuine passion for and a belief in the potential of every student
* Has a genuine desire to involve themselves fully in the life of our school
* Highly organised and able to move between strategic and operational elements of the role
* Strong people management skills, with highly developed social intelligence
* An optimist who enjoys a challenge
* Sense of humour
* Excellent written and oral communication skills
* Ability to influence and participate in the academy management processes
* Ability to prioritise and manage conflicting demands
* Proactive and innovative demonstrable approach to work
* Project management and planning skills desirable
* Demonstrates an innovative and proactive approach to work
* Evidence of well-developed ICT skills
* Exercises sound judgement, especially relating to confidentiality and discretion
* Can inspire others to be the best they can be

**Other**

* 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 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*