# Job Description – Academy Administrator

**Reporting to:** Office Manager

**Location:** Ark Putney Academy

**Contract:** Permanent

**Pay Grade:** Ark Support Staff scale 5, point 5; £25,762 *pro rata*.

**Actual salary:** £17,159 for 28 hours per week, 39 weeks per year term time only

**Hours:** 28 hours a week Monday, Tuesday, Thursday, Friday 12:00 to 17:00pm, Wednesday 08.00 to 16.00pm

**Key Tasks**

* To lead on reprographics and displays
* To provide administrative support for the Heads of Year/Heads of House
* To provide administrative support for the primary transition
* To provide general administrative support across the academy including typing of letters, minutes, mail merge, photocopying
* Assisting with whole school mail outs
* To cover reception, each Friday and for the last hour each day
* Carrying out general administrative tasks as required
* To facilitate the serving of refreshments for visitors
* Administering First Aid
* To support the academy’s safeguarding procedures
* To be a fire marshal in the school

**Person Specifications:**

* Applicants must be qualified up to and have passed GCSE Maths and English at grade C or above.
* Excellent administrative and organisational skills
* Excellent ICT skills including use of Management Information Systems, Word, Excel, Powerpoint
* Excellent written English
* Excellent inter-personal skills with the ability to work as part of a team
* Playing a full part in the life of the academy community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example
* Actively promoting academy policies and procedures
* Responsibility for own continued professional development
* Compliance with the academy’s Health & Safety policy
* Adhering to the academy’s Safeguarding Policy
* Uphold the academy’s behaviour policy, uniform regulations and code of conduct in a consistent, firm and non-confrontational manner
* A fully qualified First Aider or willingness to undertake training

This job description is not necessarily a comprehensive definition of the post. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Principal or Principal’s PA. The job description will be reviewed at least once a year and may be subject to modification at any time, after consultation with the post holder.

**Safeguarding**

The post holder must be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to their role within the organisation.  They must also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to their role.  The post holder must ensure that their line manager is made aware and kept fully informed of any concerns which they may have in relation to safeguarding and/or child protection.

*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*](https://arkschools.sharepoint.com/%3Ab%3A/g/ArkNetCentral/hr/EcXQDSjo9UpCpgk8lDWMN0sBVG6GBUTVWVXp9c5KkW-tog?e=bfdlES)*.*

*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.*