

## **Job Description: Office Administrator (Maternity)**

**Reports to:** Executive Assistant

**Start date:** September 2020

### **The Role**

As the Office Administrator, you will be a key member of the team responsible for ensuring high standards within Ark Pioneer Academy. 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**

**Our Administrator will work across a number of key areas.** Actual duties in each of these areas will be allocated by the Executive Assistant, delegating as appropriate according to the skillset of each member of the team. Responsibilities may include to administration, finance, HR, data and reception.

#### **Administration**

- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Provide general clerical and administrative support for the school e.g. photocopying, filing, emailing, completion of standard forms, respond to routine correspondence, letters to parents, etc.
- Maintain manual and computerised records and management information systems, producing accurate lists or data as required by colleagues or compliance bodies
- Maintain stationery and photocopier paper supplies, manage stock cupboard and distribute as required
- Support various projects to meet the needs of the school in order to achieve project goals and assist the effectiveness of the department
- Support the principal in a full administrative capacity, including producing confidential correspondence and reports and arranging and/or supporting meetings as needed
- and audit resources as necessary

#### **Human Resources**

- Manage HR administration processes and systems efficiently, including new starter processes, pre-employment checks and changes to staffing
- Support the principal with staff recruitment, including as a panel member for interviews (recruitment training will be provided)
- Liaise with the Ark network recruitment team and the payroll team as necessary

#### **Finance**

- Maintain robust systems for filing financial records
- Manage the receiving, recording and safekeeping of all cash income
- Support with the production of reports for internal and external use

#### **Data & Admissions**

- Support with management of the pupils admissions process, liaising with Barnet LA and maintaining regular contact with parents to secure offers and arrange home visits
- Maintain the school databases, including pupils' personal records
- Support with the running of the school census and any reporting required for parents, pupils and other stakeholders in a range of different formats

## Outcomes and activities

### Vision

- Communicate the academy vision effectively to pupils, staff and wider stakeholders
- Contribute to the establishment, implementation and review of whole school systems and policies
- Feed into the codification of the academy's provision to embed high quality practice in all areas
- Demonstrate a commitment to equality of opportunity for all members of the academy's community
- Build and maintain strong working relationships with the community, agencies, and stakeholders, including parents and the Governing Body

### Culture and ethos

- Ensure internal and external perceptions of the school are managed and protected within favourable boundaries, maintaining confidentiality when appropriate
- Greet the principal's visitors, displaying due courtesy, tact and professionalism
- Maintain a presence around the school to ensure that the highest standards of behaviour are upheld
- Promote a culture of safety and wellbeing across the school, where all practice is fully compliant with our safeguarding policy and issues are dealt with in a timely fashion

### Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Arks data protection rules and procedures
- To carry out other reasonable tasks as directed by the senior team

## **Person Specification: Office Administrator (Maternity)**

### **Qualification Criteria**

- Right to work in the UK
- A levels or equivalent achieved

### **Experience**

- Experience demonstrating excellent organisation, prioritisation and time-management skills
- High level of proficiency with Microsoft Office and IT systems; excellent numerical skills
- Experience of running effective administrative support

### **Personal Characteristics**

- Strong planning and organisational skills
- Competent computer skills, in particular using Excel, Internet, Email and databases
- 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
- Have high standards and a keen eye for detail
- Exercises sound judgment, especially relating to confidentiality and discretion

### **Other**

- Commitment to equality of opportunity and the safeguarding and welfare of all students
- 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 check.*