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**Isaac Newton Academy, Redbridge**

**Principal: Rachel Macfarlane**

**Senior Administrator (Primary)/PA to the Headteacher**

**Brand-new all-through mixed 4-18 comprehensive in Redbridge.**

Isaac Newton Academy opened in September 2012 in Ilford, East London, in brand new, purpose-built accommodation. The academy was carefully designed with Ark’s philosophy in mind and has facilities and resources to support a rich and diverse 21st century curriculum. The secondary school has an intake of 180 year 7 pupils each year. When full, in 2018, there will be 1,250 pupils (900 11 – 16 year olds and 350 sixth formers). The Primary school opened in 2014, with 90 Reception pupils. It too is growing each year, and will be full in 2020 when there will be 630 pupils from Reception to Year 6.

We are looking to recruit a Senior Administrator (Primary)/PA to the Headteacher to join our team of staff. The successful candidate will organise and supervise administrative systems and processes within the Primary Academy and provide direct support to the Primary Head Teacher.

**Our ideal candidate will:**

* be a great organiser, and an individual with excellent interpersonal skills, loyalty and integrity
* possess emotional intelligence and have a track record of forming excellent relationships with both children and adults
* be a hard worker with a commitment and determination to perform at the very highest level

If you are seeking a challenging and highly rewarding position, enriching the lives of the students who attend Isaac Newton Academy and members of the local community, then we are keen to hear from you.

If you have any technical issues with the application form, please contact our recruitment team on 0203 116 6345 or recruitment@arkonline.org. For a candidate information pack or an informal, confidential discussion please contact Gina Webb, HR Officer, on 020 8911 6666 or g.webb@isaacnewtonacademy.org.

To apply, please visit <https://goo.gl/dvoXUi> or <http://isaacnewtonacademy.org/vacancies> and complete the application form from our website by **11am** on **Monday 12th December 2016**

**Location:** Ilford, Redbridge

**Start date:** As soon as possible

**Deadline:** **11am** on **Monday 12th December 2016**

**Salary:** Ark Support Band 7-8 (£25,507- £31,985) dependent upon experience.

**Hours:** Term time only, approximately 40 hours per week (10 days to be worked in the school holidays), annualised hours may be negotiated.

*Ark**is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check.*

**Job Description: Primary Senior Administrator/PA to the Headteacher**

**Reports to:**  The Finance & Resources Director

**Responsible for**: Primary office/admin staff

**Start date:**  As soon as possible

**Salary:** £22,885 - £31,683 dependent upon experience

**Hours of work:** Term time annualized hours, approximately 40 hours per week (10 days to be worked in the school holidays)

**The Role**

* To ensure that effective operational systems and processes are maintained and further refined, at the primary Academy
* To ensure a high standard of secretarial, administrative and management support for the Primary Academy, in order to assist in the smooth running of all Academy activities
* To organise and supervise administrative systems and processes within the Primary Academy
* To line manage, develop and enhance the practice of other members of the admin team, including holding regular meetings with the team members and circulating minutes in a timely fashion
* To ensure effective liaison between admin and teaching staff at the primary academy at with the admin staff at the secondary.
* To provide a high standard of secretarial and administrative support to the Primary Heateacher and Deputy Headtachers, enabling them to operate in a highly efficient manner
* To communicate and liaise with staff, students, parents, governors, the local authority, Ark Central and members of the local community as appropriate

**Key Responsibilities**

**Office Management & Reception**

* To establish and maintain a business-like and professional office environment and a welcoming reception area for visitors and parents
* To ensure the reception area is clean, free from clutter and well presented (with fresh flowers weekly, newsletters on display, etc).
* To establish and maintain efficient systems and processes to support the effective running of the school (including finance, student files, CP records and data management, attendance and punctuality records, correspondence and reporting to parents, filing, answering phones, organising electronic and other mail and correspondence
* To supervise and quality control the production of correspondence, reports and newsletters
* To ensure that all enquiries and correspondence are dealt with promptly and effectively, in a manner that promotes a positive image of the Academy
* To maintain up to date manual and computerized records and management information systems, including the input of student data daily and maintaining pupil records using the CMIS system
* To arrange new intake and mid-term student interviews, overseeing all the associated admin and records, to support the process of recruiting students
* To undertake volunteer checks and references, liaising with the HR Manager
* To oversee the administration of the after school and breakfast clubs, ensuring that payments are made and any debtors are effectively followed up
* To be responsible for the writing and implementation of the primary administrative Team Improvement Plan
* To oversee pupil first aid and welfare duties, being a designated first aider, looking after sick pupils and liaising with parents and medical professionals where required.
* To be a Child Protection Officer for the Primary Academy

**PA**

To provide a high standard of secretarial and administrative support to the Primary Headteacher and Deputy Headteachers, including:

* To meet and greet the Headteacher’s visitors, displaying due courtesy and tact, to ensure that visitors are welcomed into a friendly and professional environment
* To set up and maintain efficient and effective systems for filing and organising correspondence, in liaison with the Headteacher, ensuring discretion and respecting confidentiality
* To produce letters, reports and documents, including confidential papers
* To deal with all phone calls and personal enquiries efficiently, effectively and professionally
* To arrange and assist with meetings as requested, including booking rooms, providing refreshments, preparation of materials and minutes taking, in order to ensure their timeliness and smooth-running.

**Health and Safety**

* To ensure suitable and sufficient first aid cover is available throughout the academy’s opening hours, organising training and maintaining records and first aid supplies
* To organise and monitor the administration of medication and ensure its safekeeping
* To ensure that health and safety issues are effectively communicated to the relevant parties.

**Monitoring and Evaluation**

* To monitor the effectiveness of administrative systems and procedures
* To ensure that all Academy policies are implemented consistently by office/admin staff.

**Staff Development**

* To support the development and training of office/admin staff, ensuring that their career and professional development needs are met
* To act as Performance Reviewer for members of the primary admin team, carrying out PD reviews in line with the Academy’s policy and setting challenging and appropriate targets
* To participate in the recruitment process for members of the primary admin team
* To ensure effective induction of new staff in line with Academy procedures
* To support and challenge team members, including in circumstances when they are underperforming
* To organise effective team meetings with relevant agendas centered on supporting teaching and learning and raising attainment.

**Resources**

* To effectively manage the Primary admin budget in order to progress agreed team and Academy priorities, maximize attainment and ensure value for money
* To effectively manage physical resources, stock and admin office accommodation and maintain an environment conducive to working and learning
* To support in procurement and securing of sponsorship and funding
* To ensure that risk assessments and health and safety checks are carried out in line with Academy policy.

**Other**

* To undertake other various responsibilities as directed by the Principal and Finance and Resources Director
* To be active in issues of staff and student welfare and support
* To comply with and assist in the development of policies and procedures in relation to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* To demonstrate a commitment to Equality of Opportunity for all members of the Academy’s community.
* To act at Bridges Mentor
* To support with whole school initiatives, attending whole school events and leading assemblies as required.

**Person Specification: Primary Senior Administrator/PA to the Headteacher**

**Qualification criteria**

* Qualified to work in the UK
* Maths and English qualifications to grade C GCSE/O level or equivalent
* Relevant qualification in office administration and/or ICT applications (desirable).

**Experience**

* Experience of having worked successfully in at least one school in an urban, multi-cultural setting, with students from backgrounds of socio-economic disadvantage (desirable)
* Experience of running effective administrative, clerical and financial systems
* Experience of diary management (desirable).

**Skills, Behaviours & Qualities**

* Vision aligned with Ark and the academy’s high aspirations and high expectations of self and others
* An understanding of the strategies needed to establish consistently high aspirations and standards of results and behavior in an urban school setting and commitment to relentlessly implementing these strategies
* The ability to create a united, committed and highly effective staff subject team
* An effective leadership and management style that encourages participation, innovation and develops colleagues’ confidence
* The ability to follow instructions accurately, but make sound judgements and lead when required
* Excellent listening skills, literacy skills, numeracy skills and ICT skills (word, excel, internet, email and MIS/Facility databases)
* Strong interpersonal, written and oral communication skills
* Strong organisational and time-management skills and the ability to delegate appropriately
* Adaptable, flexible and able to work with minimum supervision
* Passion, resilience and optimism to lead through day-to-day challenges while maintaining a clear strategic vision and direction
* A firm and constant belief in the unlimited potential of every student and a commitment to inclusive educational provision
* The ability to skillfully manage and maintain effective working relationships with parents, governors, community members and other stakeholders
* A commitment to the safeguarding and welfare of all students
* An understanding of the importance of confidentiality and discretion
* The ability to develop positive relationships with all young people
* The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop
* A sense of humour and desire to have fun.

**Other**

* This post is subject to an enhanced DBS disclosure.
* The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity.

*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*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*