**Burlington Danes Academy**

**Administration Officer**

Ark Burlington Danes Academy is a non-selective 11-18 comprehensive school**.** The academy opened in September 2006 and has made rapid progress to become a highly successful and over-subscribed local school. In its 2013 OFSTED inspection Burlington Danes was rated ‘Outstanding’ in every category.

The academy is expanding rapidly and we are seeking an enthusiastic **Administration Officer** toprovide comprehensive administrative and secretarial support to the school and act as a central supporting role for staff, students and parents. You will work with other Administration Officers and Receptionists as well as the wider Associate Staff team to uphold the vision and ethos of the academy at all times and provide an excellent customer service to a range of stakeholders.

**Our ideal candidate will:**

* have experience of running effective administrative systems (essential)
* have experience of providing secretarial support to multiple stakeholders (essential)
* have experience of data entry into databases and other IT systems (essential)
* have genuine passion for and a belief in the potential of every pupil

If you share in our commitment to excellence, we want to hear from you. For information about the school, please go to [www.burlingtondanes.org](http://www.arkacademy.org). Visits to the academy before application submission are welcomed. Please contact Julia Morson on 0208 735 4972 or email [Julia.morson@burlingtondanes.org](mailto:Julia.morson@burlingtondanes.org) to arrange this.

To apply, please complete the online application by visiting: <https://goo.gl/Qui36K> . Please complete your application by **11am** on **Monday 26th June 2017.**

Ifyou have any technical issues, please contact the recruitment team on 0203 116 6345 or email [recruitment@arkonline.org](mailto:recruitment@arkonline.org).

**Location:** Ark Burlington Danes Academy, Wood Lane, London W12 0HR

**Closing Date: 11am** on **Monday 26th June 2017**

**Start Date:** As soon as possible

**Salary:** Ark band 7, Scale Point 23-30 £24,741 - £30,294 per annum (pro rata for TTO), dependent upon experience. Actual Salary, £21, 185.69 - £25, 940.72.

**Hours:** 36 hours per week, term time only.

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

**Job Description: Administration Officer**

**Reporting to:** Office Manager

**Salary:** Ark band 7, Scale Point 23-30 £24,741 - £30,294 per annum (pro rata for TTO), dependent upon experience. Actual Salary, £21, 185.69 - £25, 940.72.

**Hours:** 36 hours per week, term time only.

**The Role**

As an Administration Officer, you will provide comprehensive administrative and secretarial support to the school and act as a central supporting role for staff, students and parents. You will work with other Administration Officers and Receptionists as well as the wider Associate Staff team to uphold the vision and ethos of the academy at all times and provide an 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 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
* Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
* 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
* Provide cover for the reception desk as necessary
* To ensure a business-like office environment and promote good relations with all staff.
* To file documents as required
* To create documents from start to finish, ensuring finished documents are to an excellent standard.
* To provide refreshments for meetings when required
* To send text messages to parents on behalf of staff
* To support with administration associated with Parents’ evenings, open evenings and other key academy events and to provide front of house support for these events, out of school hours.
* To ensure that all queries are dealt with efficiently and effectively
* To provide an efficient and confidential administrative support to any member of staff who requires assistance
* To assist with first aid, including looking after ill students and liaising with parents and staff.
* To assist with keeping display boards up-to-date
* Deal with lost property and ensure it is returned to students if possible
* To provide general admin support re: student attendance e.g. first day absence calling, late gate etc.
* Issuing of locker keys and keeping the locker list up-to-date.
* To answer the telephone in a professional, friendly and efficient manner, using the corporate greeting and taking messages where appropriate

**Other**

* To undertake training and development relevant to the post and in line with the academy’s priorities
* To undertake any task as directed by the Principal, Finance and Resources Director, Office Manager or any member of SLT
* In addition to those listed above, the post holder may be required to undertake other duties that are commensurate to the post holder’s abilities and position
* To be flexible in regards to working hours
* Fire marshal duties
* First Aid duties

**Person Specification: Administration Officer**

**Qualifications**

* Right to work in UK
* Qualified to degree level (desirable)
* Maths and English GCSE or equivalent at grade C or above
* Relevant qualifications in office administration and IT applications (desirable)
* First Aid qualification – ideally Paediatric (training provided).

**Knowledge and Experience**

* Experience of running effective administrative systems (essential)
* Experience of providing secretarial support to multiple stakeholders (essential)
* Experience of data entry into databases and other IT systems (essential)
* Experience of interacting with a wide range of people both face to face and by phone or email and held a customer service role (essential)

**Personal Characteristics**

* Genuine passion for and a belief in the potential of every pupil
* Deep commitment to Ark’s mission of providing an excellent education to every student regardless of background
* Flexible, adaptable, highly organised and able to multi-task and prioritise work to meet deadlines
* Able to take direction but also be able to take initiative and work with minimal supervision when required
* Helpful, approachable, positive and the ability to stay calm and diplomatic under pressure
* Have exacting standards and a keen eye for detail
* Keen to learn and further develop own skills
* Excellent interpersonal skills with children and adults.
* Exercises sound judgement, especially relating to confidentiality and discretion
* Willing to go the extra mile and adapt to meet the requirements of the role
* Solution focused with a can do attitude

**Specific Skills**

* Excellent written and oral communication skills
* Ability to deliver first class customer service to the academy community
* Highly competent IT skills, including the ability to confidently use Microsoft Word, Excel spreadsheets and Outlook
* Willingness and ability to learn and operate new IT systems and databases
* Excellent administrative and organisational skills
* Understands the importance of confidentiality and discretion
* Ability to prioritise workload and hit deadlines
* Able to build relationships with a range of stakeholders and anticipate others’ needs
* Able to take ownership of tasks and work with minimal supervision

**Alignment with Ark vision**

* Relentless drive to do what it takes to ensure all pupils succeed
* Ability to instil and ensure high expectations.

**Other**

* Commitment to the safeguarding and welfare of all pupils
* Willingness to undertake training
* This post is subject to an enhanced Disclosure and Barring Service 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*](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.*