



**FUTURE
ACADEMIES**
LIBERTAS PER CULTUM

Academy Administrator Recruitment Pack



**PIMLICO
PRIMARY**
LIBERTAS PER CULTUM



Welcome to Future Academies

Dear Applicant,

Thank you for your interest in the position of **Academy Administrator** for Pimlico Primary. I am delighted that you are considering applying for a position at our trust.

This is a superb and exciting opportunity for an ambitious, enthusiastic and resilient Administrator to join the admin team to support the school to ensure that they can provide a safe and nurturing learning environment to all the young people in their care.

Pimlico Primary Academy is a proud member of Future Academies: a flourishing multi-academy trust, founded with the aim of improving the life chances and raising the aspirations of young people. We offer a rich and stimulating education comprised of a knowledge-rich curriculum, diverse cultural and extracurricular opportunities, and a strong pastoral support system. All children and young people are welcomed in our inclusive community, and all are challenged to be the best they can be.

This ethos is embodied in our Trust values - *Knowledge, Aspiration, and Respect* - and in our motto, *libertas per cultum* ("freedom through education").

Future Academies currently comprises ten schools across London and Hertfordshire. Further information is available on our website [Future Academies - Academies](#).

Pimlico Primary is a flourishing mixed, non-selective primary school based in Pimlico, London, admitting students from the ages of 4 to 11.

Pimlico Primary is passionate about diversity and inclusivity and welcome applications from applicants with skills and experiences to fulfil the requirements of the job description and whose values and qualities reflect those in the person specification. We encourage applications from applicants regardless of any protected characteristic.

If you think you have the skills, experience and attributes we are looking for, we encourage you to apply and very much look forward to meeting you.

If you would like to discuss the role in more detail, please do not hesitate to contact me via email at HREnquiries@futureacademies.org.

Jenny Bains
Head of School
Pimlico Primary

Job Description

Job Title:	Academy Administrator
Responsible to:	
Hours:	36 hours a week 08.00 am – 4.00 pm Term time plus 20 days (pro-rated). (30 minutes for lunch)
Contract:	Fixed term until August 31 st 2024 (due to ongoing organisational change)
Salary:	Scale 3 (points 5-6, £28,545 - £28,977 p.a. full time equivalent). Actual salary £26,040.48 – £26,434.57.

Salary on appointment is dependent on experience

OVERVIEW

To provide efficient and effective administrative, finance and communications support as a member of our school's office team. To promote a professional and friendly point of call to all children, parents and visitors to our school.

KEY ROLES AND RESPONSIBILITIES

ADMINISTRATIVE DUTIES

Act as the first point of contact for Pimlico Primary, greeting visitors, ensuring that security processes are in place and followed and providing hospitality as appropriate;
Manage the visitor register, getting all visitors to sign in and wear a badge;
To answer calls promptly and politely directing callers to the right person, taking messages and screening calls;
Provide administrative support for school trips, enrichment activities and clubs, including managing payments from parents;
Sort incoming post as soon as it arrives and deliver to appropriate teachers or classrooms;
To keep the reception area tidy informing the facilities team of any health and safety issues;
To maintain school noticeboards in reception and outside the main entrance of the school;
Assist with parents' evenings;
Any other duties as may be reasonably required by the Office Manager.

FINANCIAL DUTIES

Work with the Head of School and other Academy Administrators to ensure that financial administration is carried out efficiently;
Assisting with preparation of orders;
Support with childcare vouchers and ParentPay

PERSONNEL DUTIES

Create, maintain and update confidential student files;
Maintain and follow up the school's pupil absences;
Administer First Aid and medicine to pupils when appropriate

DATA MANAGEMENT

Responsible for the use and updating of the school's information management systems.

BUILDING DUTIES

Liaison with Pimlico Academy's Premises Team regarding use and maintenance of the school site;
Liaise with the Caretaker to ensure that correct procedures are followed when work is undertaken on the premises.

SUPPORT FOR THE SCHOOL

To support Pimlico Primary's commitment to safeguarding children and promoting their welfare at a level appropriate to this role;

Be aware of and comply with policies and procedures relating to health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person;

Contribute to the overall ethos and aims of the school;

Participate in training and other learning activities as required;

Attend and participate in meetings as required;

Assist SLT in collation of pupil data and generation of reports as requested;

Adhere to safe working practises in premises / work areas for which you are responsible;

Ensure that quality of work is of a high standard and complies with current legislation / standards;

Provide a professional and positive role model in terms of personal presentation, timekeeping and behaviour;

Take responsibility for personal professional development, participating in appraisal processes and working towards targets as agreed with the line manager and Head of School;

Any other duties commensurate with the duties and responsibilities of the post;

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties, including playground and lunchtime supervision.

This job description may be updated from time to time to reflect the changes to reception procedures.

The successful candidate will be/have:

- Fully aligned with the Future Academies' academically rigorous educational vision and its vision of social justice.
- Highly organised and dependable.
- Excellent communication skills, including the ability to communicate effectively with a range of external organisations and internal colleagues (such as school leaders, staff and parents).
- Tenacious project management skills, with the proven ability to work collaboratively and delegate appropriately.
- Excellent writing, numerical and analytical skills, as well as an ability to deploy these skills in a variety of contexts and to a variety of audiences.
- A high level of attention to detail and accuracy.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

The Job Description will be subject to periodic review to fit in with the needs of the Trust and provide development opportunities. It is not a comprehensive set of tasks, but sets out the main expectations of the Trust in relation to the potholder’s responsibilities and duties at this time

To undertake similar duties, commensurate with the level of the post and at the discretion of the Line Manager, as the Line Manager shall from time-to-time reasonably require.

WHY CHOOSE US?

- The chance to make a difference to children’s and young people’s lives. Future Academies is of the belief that all children have the right to enriching education through a knowledge-rich and child-centric approach: our staff can therefore make a dramatic impact on the lives of these children.
- Excellent CPD. The Trust is knowledge-centric and encourages CPD at all levels with excellent opportunities for swift career progression, within the Academy and Trust. This includes Leadership Development opportunities.
- Knowledge-rich staff team. You will be working with a supportive leadership team, cohesive staff body, and very purposeful environment with excellent resources. Being part of a Trust of schools enables you to share knowledge across a wider range of educational professionals.

ADDITIONAL BENEFITS

- Perkbox. Access to our employee benefits platform where you can access over 200 different Perks.
- Access to the government-backed Cycle to Work Scheme.
- Competitive salary and generous holiday entitlements alongside perks such as a season ticket loan and pension scheme.

PERSON SPECIFICATION

No	Key Requirements	Essential	Desirable
QUALIFICATIONS	GCSE English and Maths to grade C / Level 4 (or equivalent)	✓	
	Qualified to degree level or equivalent		✓
	Excellent communication skills	✓	

KNOWLEDGE, SKILLS AND EXPERIENCE	Experience using schools systems such as SIMS		✓
	Experience of working in Schools/ Academies		✓
	Excellent IT skills, including Microsoft packages	✓	
	Ability to deal calmly, professionally and effectively with a diverse group of people at all levels both within and outside the Trust	✓	
	Tact, diplomacy, discretion and confidentiality at all times	✓	
	Ability to work to and achieve tight and /or changing deadlines	✓	
	Excellent organisational skills, ability to prioritise work for self and others	✓	
	Excellent team skills and the ability to network effectively	✓	
OTHER REQUIREMENTS	The ability to remain discreet when privy to confidential information	✓	
	Commitment to safeguarding and promoting the welfare of children and young people	✓	
	Willingness to undergo appropriate checks, including enhanced DBS checks	✓	
	Willingness to undertake further training	✓	
	Have a willingness to demonstrate commitment to the Future Academies values and behaviours	✓	
	Committed to Equality, Diversity & Inclusion	✓	
	Right to work in the UK	✓	

Safer Recruitment at Future Academies

Future Academies is committed to safeguarding and promoting the welfare of children and young people. We undertake very thorough checks to ensure that we meet our obligations to protect the children attending our schools. We expect all staff and volunteers to share this commitment and to undergo appropriate checks, including an Enhanced DBS and barred list check. We also ensure teaching staff are not subject to a prohibition order or an interim prohibition order.

1. Candidates should be aware that all posts at Future Academies involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. All members of staff will have access to the DfE Keeping Children Safe in Education guidance, September 2019.
2. Longlisted candidates will be required to complete a Disclosure of Criminal Record form and bring the completed form to interview. If the job involves contact with children up to age 8 you will also be required to make a Disqualification Declaration. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which

would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Criminal Justice & Courts Services Act 2000.

3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
4. You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or Independent Safeguarding Authority.

APPLICATION PROCESS

1. Applying for the role

To apply for the post, please visit our ETeach website to apply on-line [Careers at Future Academies - London, United Kingdom, SW1V 3AT | schoolrecruiter \(eteach.com\)](https://www.eteach.com/schoolrecruiter)

Applicants should complete the online application form via Eteach. Applicants should also complete the 'Supporting Statement' section of the online form to the best of their ability and use this section to demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.

Applications must be received no later than **Tuesday 05 March 2024**. Applications after this date will not be considered.

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2. Interview Process

The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.

3. Notification & Feedback

Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.

Unsuccessful candidates will be given the opportunity to receive professional feedback.

4. Taking up the post

The successful candidate will take up the post as soon as possible.

5. Additional information

For further information please email HREnquiries@futureacademies.org and a member of the HR team will contact you.

6. Safeguarding

As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.