**Administrative Assistant (Secondary School)**

**Ark John Keats Academy**

**A rare opportunity to join an outstanding new school in north London.**

Ark John Keats is an all-through school in the London Borough of Enfield. Our intake is mixed and comprehensive in nature. We welcomed our first Reception classes in September 2013 and our first cohort of Year 7 pupils joined us in September 2014. The academy will reach full capacity in 2020 with just under two thousand pupils. Ark John Keats was judged ‘Outstanding’ in all areas in our Ofsted inspection of April 2015.

We are looking to recruit a committed **Administrative Assistant** to join our secondary school office. In this varied and important role you will provide administrative support to the academy across a range of areas to support staff, parents and pupils.

The post will require you to support attendance, front of house, reprographics, first aid, pupil data, pastoral and administration within the academy. You will be required to uphold the vision and ethos of the academy at all times and provide an excellent level of customer service. You will be part of a team that is committed, aligned and passionate about our school.

It is a fantastic opportunity to be a member of a school that is breaking the mould by providing pupils from relatively disadvantaged backgrounds with a standard of education previously the preserve of the best fee-paying schools. If you share our vision, values and enthusiasm we would like to hear from you.

To apply please click [here](https://arkcareers.engageats.co.uk/Vacancies/W/1604/0/247151/19521/administrative-assistant?utm_source=external&utm_term=london-all-through-ark-john-keats-academy-operations-permanent-full-time&utm_content=administrative-assistant&utm_campaign=default-campaign&utm_medium=AtsViewLink) The closing date for applications is **8am** on **Wednesday 23rd October 2019.** For an informal, confidential discussion please contact the Operations Manager on M.Samsami@arkjohnkeatsacademy.org.

**Closing date: Wednesday 23rd October 2019**

**Interviews: w/c 28th October**

**Start date:** As soon as possible

**Salary:** £19,896- £20,667 (Ark Support Band 4 (outer London), Point 11 – 18) Dependent on skills and experience

**Working pattern:**

* 40 hours per week duringterm time (8:15am – 5:15pm, 39 weeks per year)
* 25 hours per week for 16 days during school holidays (8am – 1pm)
* 9.5 weeks annual leave, to be taken during school holidays

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

**Job Description: Administrative Assistant (Secondary School)**

**Start date:** As soon as possible

**Reports to:** Secondary Office Coordinator

**Salary:** £19,896- £20,667 (Ark Support Band 4 (outer London), Point 11 – 18) Dependent on skills and experience

**The Role**

To provide a high standard of administrative support including attendance, front of house, reprographics, first aid, pupil data and pastoral functions in order to assist in the smooth running of all academy activities.

To provide a welcoming school reception presenting a positive image of the academy.

**Key Responsibilities**

**Overall**

* To support the academy in a full administrative capacity, including:
	+ producing correspondence and reports, sometimes of a confidential nature
	+ dealing with telephone and personal enquiries efficiently and effectively in a way which promotes a positive image of the academy
	+ making maximum use of the academy’s information and communications technology including the network for diary management, the input of data and written communications
* To assist with relevant meetings as requested
* To assist teaching staff with reprographics and printing requirements
* To assist with creating documents (including presentations and spreadsheets) from scratch, ensuring finished documents are to an excellent standard.
* To be responsible for refreshment provision for staff, internal and external meetings

**Admissions & Pupil Data**

* To assist the School Office Co-ordinator with the admissions processes across the academy, liaising with Ark head office and the local authority, teachers and parents/carers as required, including:
	+ meeting and greeting prospective parents/carers and helping with queries regarding admissions to the academy
	+ managing the collection of data for the new intake of pupils each year
	+ assisting with the accurate management of waiting lists and appeals processes, and communicating these processes to parents
* To assist with maintenance of full and accurate pupil records including individual folders
* To assist with all areas of data input including: attendance, reporting, census returns, admissions/leavers, exclusions, pupil details, staff details, maintaining assessment systems and recording pupils’ special needs ensuring that records are up to date
* To provide reports, as requested, for the Principal, SLT, the Department for Education, Ark Central and other staff, ensuring the provision of accurate and appropriate information to relevant parties

**Reception**

* To undertake academy reception duties answering routine telephone and face to face enquiries, responding to school access buzzer and signing in visitors
* To be the key contact for pupils requiring assistance from the administration team
* To be the key contact for parents requiring assistance from the administration team
* To meet and greet academy visitors, displaying due courtesy and tact, in order to ensure that visitors are welcomed into a friendly and professional environment. To show visitors around the school where necessary
* Ensuring visitors have the appropriate safeguarding checks

**First Aid and Welfare**

* To undertake First Aid at Work training, and any additional training relevant to specific pupil conditions
* To be one of the key First Aid contacts for pupils
* To oversee the care of pupils with specific conditions
* To assist with pupil first aid and welfare duties, looking after sick pupils and liaising with parents and medical professionals where required
* To ensure first aid room is suitably stocked

**Other**

* To manage the staff absence and cover procedures every morning, with support from SLT
* To provide administrative support for the Primary phase when required
* To support the development of the website
* To undertake training and development relevant to the post and in line with the academies priorities
* To undertake any task as directed by the Headteacher, Operations Manager, member of SLT or School Office Coordinator.

**Person Specification: Administrative Assistant**

**Qualification Criteria**

* Right to work in UK
* Maths and English GCSE or equivalent at grade C or above
* Relevant qualifications in office administration and IT applications desirable.

**Knowledge and Experience**

* Experience of administration ideally within a school context
* Experience of using databases (Snowdrop and CMIS desirable)

**Personal Characteristics**

* Genuine passion and a belief in the potential of every pupil
* Flexible, highly organised and able to multi-task and prioritise work to meet deadlines
* Helpful, approachable and positive nature and ability to stay calm and diplomatic under pressure
* Able to take ownership of tasks and work with minimal supervision
* Have exacting standards and a keen eye for detail
* Keen to learn and further develop own skills
* Exercises sound judgment, especially relating to confidentiality and discretion.

**Specific Skills**

* Excellent written and oral communication skills
* Good IT skills, including the ability to confidently use Microsoft Word, Excel 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.

**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
* The post holder will be subject to an enhanced Disclosure and Barring Service check.