



**Ark Boulton  
Academy**

## Administration and Reprographics Support Assistant

<b>Reporting to:</b>	Office manager
<b>Start Date:</b>	<b>ASAP</b>
<b>Location:</b>	Ark Boulton Academy, Golden Hillock Road, Birmingham, B11 2QG
<b>Contract:</b>	Permanent
<b>Working Pattern:</b>	Full Time, Term-time only plus two weeks in the holidays (41 weeks p/a)
<b>Salary:</b>	Ark Support Pay Scale Grade 5, points 5 – 12; £23,500 - £26,421 per annum. The full salary will be received and will not be pro-rata.
<b>Closing Date:</b>	<b>10<sup>th</sup> July 2024 at 9:00am</b>

We are seeking an experienced Administrations and Reprographics Support Assistant to join our friendly and diverse Operational team.

You will join the team of administrators and will receive support and guidance from the Office Manager. The right candidate will be an excellent team player and will demonstrate their ability to work well under pressure, in a fast-paced school environment. We are looking for an organised individual who will always uphold the vision and ethos of the academy, providing an excellent customer service.

As the administration assistant, you will provide a welcoming school reception, presenting a positive image of the academy. You will also deliver a high standard of secretarial, administrative and management support to assist in the smooth running of all academy activities.

Supporting as a Reprographics Assistant you will assist in the production of quality electronic, audio visual and printed resources.

### About Ark Boulton Academy

When you join Ark Boulton Academy you become part of a network of education experts who are all united by the same purpose - a commitment to making a difference where it matters most.

Each day is unique for our team, as they collectively support the activities within and outside the school. Our consortium of creative and resourceful team members ensure we go above and beyond in order to constantly improve our service to the community we serve. Our strapline 'growing together, reaching higher' applies as much to our staff as our students. We recognise that the health

**Respect**

**Curiosity**

**Perseverance**



and wellbeing of our staff will affect that of our students. For this reason, we have invested in developing our wellbeing room and other initiatives to care for our whole school community.

Our staff are a valuable and integral part of our community and are given the room to grow and develop in an encouraging, challenging and rewarding environment. They are role-models and ambassadors for Boulton on a professional and public level. They reflect the virtues we promote which include courage, self-discipline, commitment, and honesty.

By becoming a member of our school family, you will embrace multiple opportunities for personal and professional development, not just within the school, but from the internationally renowned Ark family of schools we are a part of. Through Ark, our staff can share best practice and receive training from some of the most talented individuals in the country.

### ***Why work for our school?***

Hear what our teachers have to say about working at Ark Boulton Academy:

<https://arkboulton.org/jobs/working-for-us>

For an informal, conversation about the role please contact HR Officer, Amal Hersi on 0121 773 8156 or via email at: [a.hersi@arkboulton.org](mailto:a.hersi@arkboulton.org)

### ***What we offer:***

- Staff wellbeing is one of our main priorities. We provide breakfast for staff each morning, soup for lunch and lunch for those on duty. We have parking available, a gym on site and a well-equipped staff room including a pool table
- Our systems and processes for communication, marking and feedback and assessment are streamlined and the approaches we take are research led and based on the needs of our local context. For instance, at present we do not use traditional book marking across the school
- On Fridays, children finish at 1.20pm, giving time and space for professional development amongst staff
- Staff voice is important to us; we like to listen to our staff. We are always seeking feedback and input from our staff

### **Our Diversity and Inclusion statement**

At Ark, we aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective.

**Find out more about us by visiting [www.arkboulton.org](http://www.arkboulton.org).**

### ***How to Apply:***

Please submit your application online by visiting <https://arkboulton.org/jobs/vacancies>



## Job Description

### Key Responsibilities

#### Administration and Reprographics

- Support in developing and producing high quality resources and promotional materials
- Manning the reception desk including welcoming all visitors and answering phones when on reception.
- Process all visitors following SCR procedures, issue visitor passes and ensure security protocols are followed. when on reception
- Serve as a point of contacts for parents, students and staff.
- Support with bulk printing and copying
- Managing room bookings
- Support school events including parents evenings and after school events
- Handle daily correspondence such as emails, letters and phone calls
- Assisting with issues relating to the fingerprint activation systems
- Accept/check admissions forms, FSM and other incoming student document/forms

### Other

- To administer first aid to students as required and be part of the first aid rota (training will be given)
- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Arks data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.



# Person Specification

## Qualifications

- Maths and English GCSE at grade C or above (or equivalent)

## Skills, knowledge & Experiences:

- **Clerical Skills:** Experience with tasks such as filing, managing records and handling correspondence.
- **Office Software Proficiency:** Familiarity with Microsoft suit (Word, Excel, Outlook) and other relevant software for managing school databases and communications. Knowledge of school MIS (desired but not essential)
- **Data management:** Skills in managing student records and other sensitive information securely and accurately.
- **Customer Service:** Experience in roles that involve interaction with the public, such as receptionist duties, to handle inquiries from parents, students and staff.
- **Understanding of school policies:** Knowledge of school policies and regulations, including safeguarding and data protection.
- **School office work:** Previous work in a school office setting is desired but not essential where familiarity with the schools administrative procedures and daily operations can be demonstrated
- **Flexibility:** Ability to adapt to changes in tasks and priorities in a dynamic school environment.
- **Willingness to learn:** Openness to ongoing training and professional development to keep up with changes in educational administration and technology.
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- If you are ready to add further value to our **operations department** and to work alongside a brilliant school leadership team, then you will find this job extremely rewarding.

## Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action.
- Belief that every student should have access to an excellent education regardless of background
- 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
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

## Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).*

## Executive Principal

I am delighted and proud to welcome you to Ark Boulton Academy, a secondary school in the heart of Sparkbrook, Birmingham. I joined our academy in 2023 and am working hard with our pupils and staff to make sure our school continues to improve. We want to provide an excellent education for each and every one of our pupils.



As Executive Principal, it is my responsibility to create an environment in which your child can become a confident, articulate, curious and persevering young adult. Our curriculum, enrichment programme and student experience days, help ensure our pupils learn, thrive and make progress. We are committed to preparing and supporting our pupils to go on to pursue careers they are passionate about, contributing positively to society and living happy, healthy and fulfilled lives.

Our school community works hard to ensure our values of being **respectful**, **curious** and **persevering** underpin our work and are upheld by us all.

We know that all children can and will achieve success and our dedicated staff work hard to nurture, support and provide challenge, to make this a reality. We welcome and value the input of carers and parents; together, we work hard to help realise the dreams and ambitions of our children and their families.

Please take a look around our website to find out what we can offer your child. The best way to really understand our school is to experience it. I would love to show you around and answer any questions you may have.

**Ms Ela McSorley, Executive Principal**

## Head of School

Thank you for taking the time to read about this opportunity at Ark Boulton Academy. As Head of School, a large part of my role is ensuring that we have the very best staff supporting our pupils. We serve a diverse community where our young people really value their education, and greatly benefit from having a school full of dedicated professionals. I would love for you to join our team.



At Ark Boulton, we place great emphasis on recruiting and retaining teachers and support staff of the highest quality. In every decision, we consider how we can best foster a positive working environment. We have introduced a number of initiatives to promote work-life balance and wellbeing, including

reducing meetings, periodic early finishes and supporting staff with assessments by having them marked externally. The leadership team is passionate about making Ark Boulton Academy a great place to work and prioritises staff morale.

Managing our staff is one of my favourite parts of Headship, and I believe that strengthening interpersonal relationships between staff is exceptionally important. With that in mind, please do arrange some time to speak with me about this vital role in the school.

**Mr Laurence Cole, Head of School**

## Being part of the Ark network

Ark is an international charity, transforming lives through education. We exist to make sure that every child, regardless of background, has access to a great education and real choices in life. We know that great schools need great teachers, which is why we offer you the very best training and support at every stage of your career - from starting out as a trainee to running your own school.

Our highly-successful network of 39 schools educates over 20,000 students across Birmingham, Hastings, London and Portsmouth. They are achieving some of the best results in the country despite being largely in areas of historic academic underachievement.

Ark schools prioritise six key principles: high expectations; excellent teaching; exemplary behaviour; depth before breadth; more time for learning; knowing every child.

Ark invests significantly in a number of professional development programmes which complement academy level training:

- The Ark training menu: we have developed a bespoke training menu, which is accessible by all staff in the network offering a wide range of training modules to staff in all roles
- Network support: schools share CPD, allowing us to share best practice and role specific training across the network, facilitated by in-school and central staff
- Ark staff receive 10 training days each year rather than five creating time to collaborate with subject specialists within each school and across the network

Ark is at the forefront of changing education society through education. You can read more about how Ark is transforming lives through education [here](#).

## Ark Safer Recruitment Procedure

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

### Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not

necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

### **Reference checking**

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

### **Probation**

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.