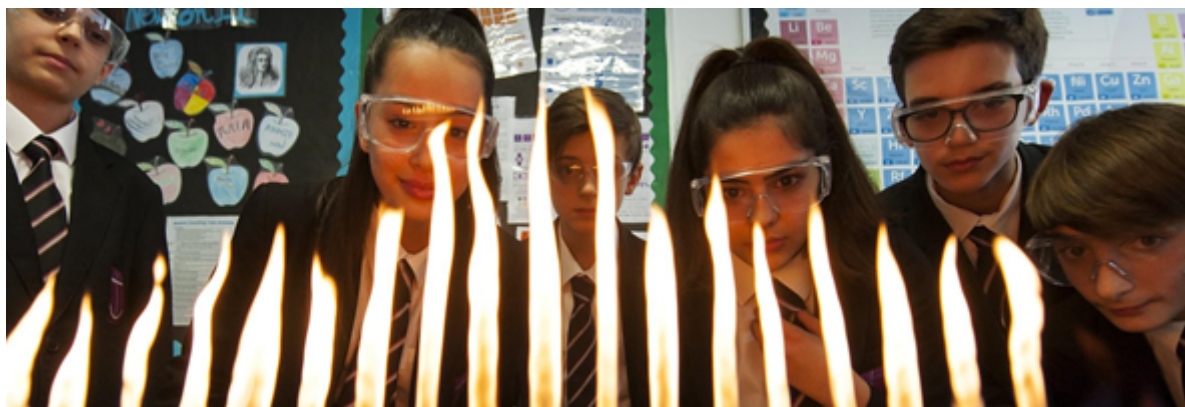




*Anchored in Christ*

## The appointment of **Administrator**

*Required for As soon as possible*





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Thank you for requesting information regarding the post of **Administrator** at Chelsea Academy. We hope that the enclosed application pack and letter, along with the Academy's website, gives you all of the information that you need to help you apply for a post here. Chelsea Academy is a great place to work and visitors often comment on the excellent behaviour of our students, the friendliness of our staff and the fantastic Academy building. Our aim is simple; to provide the best quality education for all the students that attend the Academy, to produce happy and employable young people and to become one of the best schools in London. If you would like to join us on that journey then we would love to hear from you.

We are currently graded outstanding by Ofsted and SIAMS, a World Class School and are a member of the Leading Edge network. In the summer we achieved our best ever GCSE and A level results in terms of both progress (top 10% nationally) and attainment. However, we are much more than a successful, academically focused school. We believe in educating the whole child and our Christian values of joy, perseverance, servant leadership, charity and forgiveness underpin everything we stand for. It is important that all of our staff, whether they are teachers or not, work closely with our young people and ensure that they are successful in all that they do. We are looking for staff who will always go the extra mile for our young people and believe that education happens both in and out of the classroom.

Chelsea Academy is a great place to work (we are one of the few schools in the country with Investors in People Gold, reaccredited in June 2020, as well as a Commitment Award from the London Healthy Workplace Charter), our staff are friendly and supportive and we offer a whole range of professional development opportunities no matter what stage you are at in your career. We offer internal and external training throughout the year, as your professional development is important to us. Academy staff have access to a wide range of benefits including a private healthcare package, 24 hour GP service, physiotherapy and a confidential well-being support line as well as a laptop and free lunch.







We are seeking to appoint an experienced, pro-active **Administrator** to provide confidential and highly professional support to the Leadership Team at the Academy together with general administration support. We are looking for an individual who possesses excellent attention to detail and organisation skills, which are two key skills for this role. The main duties of this role are:

- Provide Administrative support to the Leadership Team, to include drafting and proofreading documents, communication with stakeholders on their behalf, and all other administrative duties as required.
- To provide additional support to HR and the wider admin teams as and when required
- Provide additional support to the Leadership team as and when required
- Organise and support Academy events as required

Please use “Quick Apply” from TES to submit your application for this post. Sorry but we do not accept CV’s. The deadline for applications is **Tuesday 28th September at 12:00**, and the interview date will be during the week beginning **4th October 2021**. It will assist the shortlisting process if applicants can address directly the criteria in the candidate specification in their supporting statements.

If you have any further questions about this post then please feel free to contact Anisha Yatally (HR Advisor) who will put you in contact with the relevant staff member. Visits to the Academy and / or requests for informal discussions with the Principal are welcome and can be arranged by Anisha. Please note that Chelsea Academy is committed to safeguarding and promoting the welfare of children and young people. The successful candidate must be able to satisfy an enhanced police / Security Disclosure and Barring Service (DBS) check prior to starting employment with the Academy.

#### **Equal Opportunities and Safer Recruitment**

Chelsea Academy is an inclusive employer. We welcome applications from suitable candidates no matter their gender, race, religion, sexual orientation, or disability, however, we do expect all our staff to note and



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follow our Christian ethos which is outlined on our website. Please note that Chelsea Academy is committed to safeguarding and promoting the welfare of children and young people. The successful candidate must be able to satisfy successful references, an enhanced police / Security Disclosure and Barring Service (DBS) check and right to work in the UK prior to starting employment with the Academy.

If you want to work in a happy, purposeful inner city academy with a strong Christian ethos and commitment to helping every student go on to university or meaningful employment, then we would welcome your application.

Yours faithfully

**Mariella Ardron**  
**Principal**

## Job Description Administrator

Purpose:	<ul style="list-style-type: none"> <li>To provide confidential and highly professional support to the Leadership team</li> <li>To act as an ambassador for the Academy and the Leadership team in all matters.</li> <li>To provide administrative support to enable the smooth running of the Academy.</li> </ul>
Reporting to:	<ul style="list-style-type: none"> <li>To be managed by the Senior Administrator.</li> <li>As a member of the Academy's Associate Staff Team, will be subject to the Performance Management procedures organised by the Director of Finance &amp; Operations</li> </ul>
Working time:	36 hours per week

### MAIN DUTIES

- Provide Administrative support to the Leadership Team to include typing, filing, diary management, and communication with colleagues and visitors on their behalf.
- Carry out research tasks for the Leadership Team as and when required.
- Liaise with other Academy staff and others outside the school, particularly parents, governors and representatives of the local community and offer a helpful, friendly service.
- Take detailed and clear minutes at Academy meetings as required and distribute them in a timely and efficient manner.
- Ensure the Leadership Team are briefed for meetings with relevant correspondence, documents / presentations and in their absence refer matters to relevant members of the Leadership Team for action.
- Organise and support Academy events as required.
- To provide additional support to HR and the wider admin teams as and when required

### Other duties

- To actively seek training and development for the role of Administrator.
- To be an effective Learning Coach to a small group of students.
- To attend full staff, departmental and other meetings with staff working groups as requested.
- To take part in training and performance management procedures.
- To carry out the duties in the most effective, efficient and economic manner available.
- To contribute to the development of the Academy's Christian ethos.



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- To support the Academy Mission Statement.

### **Learning Coach Responsibilities**

#### **Related to the care of students as individuals**

- To gain knowledge of students as individuals, particularly with regard to emotional, behavioural and medical details and also about academic strengths and weaknesses.
- To provide appropriate care and supervision to help each student function and progress as fully as possible in the Academy, both socially and academically.
- To be the initial point of contact with parents / carers and refer issues, as necessary, to Heads of Year.

#### **Related to behaviour and discipline**

- To promote and encourage good standards of behaviour in line with the Academy's behaviour policy.
- To check that uniform requirements are met and promote and encourage high standards of appearance and tidiness.
- To supervise the behaviour of students in the coaching group base during coaching time.

#### **Administrative responsibilities**

- To monitor attendance and follow up absences in conjunction with Students Services as relevant.
- To check regularly and sign students' Home-Academy Planners.
- To attend Year group meetings and any other relevant meetings as required.



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### **Candidate Specification**

**Successful candidates are likely to be able to give evidence in support of all or most of the following:**

#### **Professional Skills and Experience**

1. Possess appropriate qualifications and / or experience in a similar role.
2. Be ICT literate and be able to operate software effectively to support learning. (GSuite knowledge would be an advantage).
3. Have experience of school data systems (Experience of SIMS would be an advantage but training will be given).
4. Possess the ability to time manage and prioritise effectively in a busy office and school environment.
5. Be able to deal discreetly with confidential information.
6. Show evidence of continued professional development.
7. Data analysis and presentation experience and preferably advanced users of Excel / Sheets, but training will be given

#### **People, Relationships and Communications**

1. Be committed to maintaining a distinctive and inclusive Christian ethos in the Academy.
2. Be able to relate to all students, staff and parents in a positive and constructive way.
3. Be able to develop good relationships with students and to work with them to promote high standards of learning and cooperation.
4. Be part of a whole Academy team which seeks and develops a variety of opportunities to support and work with students.
5. Possess integrity, optimism, resilience, calmness and a sense of proportion.
6. Be able to work flexibly in a changing environment.
7. Possess good written and verbal communication skills.
8. Possess excellent organisational and administrative skills.
9. Be willing to contribute to the wider life of the Academy, including serving as a Learning Coach for a group of students.

This job description and Person Specification is not exhaustive and is subject to alteration in discussion with the post holder.

#### **Equal Opportunities and Safer Recruitment**

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