



ASPIRATIONS

World Business Centre 3, Heathrow Airport
Newall Road, Hounslow, TW6 2TA

020 7360 4400

info@aspirationsacademies.org

aspirationsacademies.org



Operations Administrator



Welcome to Aspirations West London Campus

(Rivers Academy West London and Space Studio West London)

Thank you for your interest in the position of **'Operations Administrator'** at the Aspirations West London Campus.

All staff at Aspirations West London Campus share the same drive to equip students with the qualifications, qualities and skills to reach their personal ambitions, working together creatively to overcome any hurdle which might otherwise disadvantage our children. We all have the highest aspirations for every student and provide exceptional education and pastoral care for each individual. As a result, children perform tremendously well in external examinations. We are the one chance of success for our students and we are persistent and resilient in supporting students to overcome any obstacles they may face.

We are currently seeking to appoint an Operations Administrator to work within the Operations team to provide a high quality administrative support service, undertaking various administrative procedures to support the day to day operation of the Academy, for the benefit of all our young people.

The successful candidate will have experience of working effectively in a variety of administrative tasks and to demonstrate a commitment to providing a quality service.


You would be joining us at such an exciting time as we return our Academy to site and further develop as a vibrant learning community that will offer you opportunities for your career development and for you to be able to make your mark.

Application forms are also available on our website.

Closing date for applications: **9am Monday 14th August 2023 Interview date Wednesday 16th August 2023.**

Please send completed applications to: abarringer@rivers-aspirations.org

Yours faithfully,



Luke Homer
Principal
Rivers Academy West London



Andy Morgan
Principal
Space Studio West London

Aaron Barringer
Director of Operations
E-mail: abarringer@rivers-aspirations.org

For more information please visit:

www.aspirationsacademies.org - www.rivers-aspirations.org - www.spacestudiowestlondon.org

Vision and Ethos

We are passionate about excellence in education, giving students the very best start in life with a firm belief that excellent teaching transforms lives. Our core belief is that for all students to have high aspirations they must believe in themselves, be actively engaged in their learning and see the connection between what they learn today and who they want to become tomorrow.

We teach a highly engaging and challenging curriculum designed to ensure all students develop the knowledge, skills and attributes essential for success in the 21st Century.

We are unapologetically ambitious for every child, no matter what their background, prior attainment or needs. Everything we do at Aspirations West London Campus is driven by this, so that our students can leave us with the best set of qualifications possible and as well rounded young people thereby helping to maximise their life chances.

High Expectations

We expect all students to meet the highest standards, and work with families and the community to ensure that our students meet our high expectations.

Teaching and Learning

Aspirations West London Campus teachers provide engaging, challenging and relevant teaching and learning. Our teachers drive new initiatives and exciting new pedagogies within Aspirations West London Campus Academy West London and across the Aspirations Academies Trust.

Our Future Ambitions

Our goal is to raise the Aspirations of the young people with whom we work whilst equipping them with the skills to lead happy, healthy and fulfilling lives.

What can we offer you?

With great students, an outstanding and supportive team of staff and an Academy in a well-connected location just 15 minutes on the train from Clapham Junction, Aspirations West London Campus offers an excellent opportunity for an ambitious, talented individual looking to develop their career.

- A well-resourced, established and flourishing Administrative department
- A personalised approach to Continuous Professional Development Training
- Competitive Salaries and Pay Progression
- Supportive Leadership Team
- Students with a positive attitude and willingness to learn and succeed
- Open and positive working environment
- Fully Equipped fitness suite
- Feedback and Advice
- Excellent Transport Links to Central London (30 minutes) and Heathrow Airport (15 minutes)
- A wider Supportive Trust network
- Employee Assistance Programme
- Parking on Site

Job Description

Post Title

Operations Administrator

Salary/Grade:	Scale 4 Scale Point 7 - 10 (£25,629 - £26,913 pro rata; Actual Salary £23,072 - £24,228)
Reporting To:	Office Manager/HR Executive
Academy:	Aspirations West London Campus
Disclosure Level:	Enhanced
Hours of Work:	36 hours a week TTB plus 2 week (41 weeks) 0.900250 FTE
Leave:	Annual leave is 25 days per year, based on a 5-day working week, plus Bank/Public Holidays. The annual leave entitlement rises to 30 days after 5 years. Must be taken during the school holidays.

Core Purpose:

To provide clerical and administrative support as a member of the Operations team.

The post holder will need to work flexibly and be prepared to carry out a variety of administrative tasks under the direction of the Operations Manager. The core functions of which will include general administration relating to the Academy's student admissions, data processing, examinations, event management, communications, reprographic support, reception duties, and supporting with all aspects of day to day administrative processes all requiring high standards of accuracy.

Main Duties:

The precise nature of duties and responsibilities may be varied from time to time to meet changing circumstances of the team but will include;

- To carry out routine administrative tasks.
- To respond to enquiries on the telephone, in person or by email in a professional manner.
- To use the MIS systems (such as SIMS) to access data for information purposes and to produce reports as required by the Director of Operations.
- To create, use and maintain databases/spreadsheets according to the needs of the team.
- As and when required support the Director of Operations with the admissions procedures and accurately maintaining the student related information.
- To liaise with other Academy staff as may be required on matters relating to area of work, e.g. issues of admission information, responding to requests for reprographic support.
- To prepare, produce, collect, collate, file and distribute documents e.g. attendance/absence letters, exam certificates, student offers, references.
- To execute routine tasks including opening and distribution of mail, photocopying, faxing, sending and receiving e-mails, word processing and the distribution of documents following agreed procedures and timescales.
- To prepare all outgoing mail ready for collection. This includes franking all letters and parcels, calculating postage costs and keeping an accurate postage log.
- To support and assist with any of the periodic activities undertaken by the Operations team.

- To maintain effective administrative systems ensuring all paperwork is correctly filed and processed in accordance with agreed procedures.
- To assist with the archiving of records and information as directed.
- To support the Exams Administrator in relation to any learner registration, exam entries or results issues/other administrative tasks relating to the examinations procedures and in accordance with the Awarding Body requirements.
- As and when required to support the Operations Manager with the planning and updating of the Academy calendar.
- As and when required support the Operations Manager with the planning and administration of Academy events, which may include booking venues/refreshments for events; work related to open events; assisting with the organisation of exhibitions of student work or performances etc.
- To be responsible for the ordering of stationery and equipment as and when necessary and maintaining the stationery cupboard.
- To be responsible for the production of staff/student ID passes.
- To be responsible for any changes to the operation of the door security access system.
- To provide an efficient and friendly reception service for visitors, staff and students.
- To respond and deal with external callers/requests by telephone / email and at the Reception desk in a polite, efficient and professional manner.
- To provide effective communication via email, telephone, whilst covering the reception area, and all correspondence throughout the Academy.
- To assist with production of communication to parents/students.
- To undertake all duties in accordance with Academy procedures and in compliance with the requirements and regulations of all external stakeholders such as Awarding Bodies, funding agencies and the current Data Protection Act.
- To work according to priorities and deadlines dictated by the annual calendar and as allocated by the Director of Operations.
- To disseminate information to Academy staff and students about policies and procedures within the Operations team in a manner commensurate with good practice.
- Support other services within Academy as required.
- To administer first aid, after having completed the relevant first aid training and, in the event of an accident, to contact parents, hospital and such like. To undertake training for administering first aid where required.
- To support a safe and secure environment within the Academy undertaking duties at lesson change over and break times, as required.
- To maintain confidentiality at all times and to prevent disclosure of confidential and sensitive information.

General Responsibilities

- To work flexibly - this may include evenings, open days, parents' evenings and possibly weekends. This may also involve cover across the wider team in times of need.
- To be available to assist and undertake break duties.
- To participate fully in Staff Appraisal according to the Academy requirements.
- To participate in training and other learning activities and performance development, as required.
- To work safely, consider the safety of others and work within the guidelines stated in the Academy Health and Safety Policy.
- To comply with all decisions, policies and standing orders of the Academy; comply with statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- To have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the Academy's agreed procedures.
- To contribute to the overall ethos/work/aims of the Academy and the Trust.
- To appreciate and support the role of other professionals.
- To recognise own strengths and areas of expertise and use these to advise and support others.
- To respond to requests in a timely manner and in line with set deadlines.
- To undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or level of responsibility.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Following consultation with you this job description may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Person Specification

Assessed by application (A) Assessed by the recruitment process (R)

Criteria	Essential	Desirable
Qualifications and Education		
GCSE Maths and English (Grade C or above).	A	
Experience		
Have experience of providing administrative support and exemplary customer service to both internal and external customers.	AR	
Experience of prioritising workloads, time management and dealing with conflicting priorities for themselves, and others on occasion.		AR
Skills and Abilities		
Excellent literacy and communication skills, including written and oral.	AR	
Strong administrative and organisational skills.	A	
Competent user of a range of ICT applications including Microsoft office.	AR	
High level of accuracy in written work and data entry.	R	
Demonstrate a commitment to providing a quality customer service.	AR	
Ability to prioritise one's own work and work to tight deadlines.	R	
The ability to produce clear and concise reports.		R
Flexible, proactive, positive approach to work.	R	
Ability to follow instructions accurately but also to show initiative and make good judgments when required	R	
Ability to demonstrate a high level of trust and integrity and deal sensitively and appropriately with confidential, personal information.	R	
Be able to work as an effective member of a team.	R	

Criteria	Essential	Desirable
----------	-----------	-----------

Willingness to take part in all relevant training and evidence of recent professional development and its impact.	A	
Knowledge		
Knowledge of child safeguarding procedures		R
Knowledge of schools and education		R
Knowledge of management information systems such as SIMS		R
Knowledge of legislation regarding health and safety, HR and school admissions procedures		AR

The Aspirations Academies Trust

The Aspirations Academies Trust (AAT) as a sponsor of primary and secondary age academies in England, is committed to raising students' aspirations so that all young people reach their fullest potential and achieve the success they want for themselves. Please visit the trust website for further information at: <https://www.aspirationsacademies.org/>

Safe Recruitment Procedure

The AAT 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. This process is outlined below, but can be provided in more detail if requested.

Disclosure

This post is classified as one that undertakes regulated activity, and appointment is subject to submission of an enhanced check undertaken by the Disclosure and Barring Service that is considered satisfactory by the Trust. Applicants are required, before appointment, to disclose any conviction, caution or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 by SI 2013 1198). Convictions that are defined in the legislation as “spent convictions” but not “protected” would need to be declared. 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 a range of factors including the nature of the offence(s) and when they occurred.

Shortlisting

Only those candidates meeting the relevant criteria indicated in the personal specification will be taken forward from application.

Interview

Longlisted candidates may be subject to a screening interview. Those shortlisted will take part in an interview with questions relating to the job description and person specification and may also have to take part in a selection exercise such as a lesson observation.

Where necessary, candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

Reference checking

At least two references will be obtained, usually from previous and current employers. These may be contacted before the interview with your consent in line with GDPR and in all cases before an offer of appointment is confirmed.