



Ark Alexandra Academy

Administrative Assistant

Reporting to:	Office Manager
Location:	Ark Alexandra Academy
Contract:	Permanent
Working Pattern:	36 hours per week, term time only plus 1 extra week to be worked in the school holidays Hours will be between 7:30am – 5.00pm to allow for shift working
Start date:	As soon as possible
Closing date:	Midnight on 24 February 2025
Salary:	Ark Outside London Support Scale 5, points 5 - 12: £24,790 to £27,711 (pro rata)
Actual salary:	£21,870.31 - £24,447.29

*The school reserves the right to close this advert early and interviews may take place before the advertised closing date. **Applicants are strongly encouraged to apply early for this role to avoid disappointment.***

Ark Alexandra

Ark Alexandra is a large secondary academy in Hastings, East Sussex. As a Church of England school, our values of faith, excellence and kindness underpin our ethos, culture and behaviour. We have an inclusive admissions policy that welcomes, without preference, students of all faith and none. We believe that everyone deserves to be accepted, included, and empowered to live a purposeful and fulfilling life.

Our vision is to provide all members of our community with the opportunities to engage with 'life in all its fullness' (John 10:10). This will be achieved through the highest quality of education that a truly great school will provide. We are committed to striving for excellence and inspiring our students to fulfil their potential. Our faith underpins our aim for all students to have the widest possible life choices. By knowing every student, demonstrating kindness, we will inspire every member of Ark Alexandra to have a positive impact on the community around them.

We continuously strive to maintain and further develop a safe, calm and purposeful environment, in which all children feel happy, secure and respected. Our commitment to safeguarding is further detailed in our Safeguarding and Child Protection Policy which can be found on our website [here](#). Joining our school team is an excellent opportunity for a proactive person who wants to make a lasting difference to the communities they serve.

Our school is on an exciting rapid upward trajectory. Ark Alexandra operates as one school across two 6FE campuses. This creates the dual benefit of working within a

small school family setting, whilst providing unique opportunities for growth, development and career opportunities that exist in a large school model.

We take a traditional and research-based approach to education with a primacy placed on cognitive science, scholarship and what the best schools do. We are a no-nonsense school where staff can focus their efforts on teaching great lessons. Our focus on extra-curricular activities including DofE (bronze to gold), Army Cadet Force and reward trips ensures our students benefit from a range of exciting opportunities.

How is Ark Alexandra different?

- We are part of the Ark family of schools and benefit accordingly from outstanding networking and career opportunities and first-class CPD.
- Staff wellbeing is one of our main priorities. We have an 8am - 5.30pm/weekend work-related communication curfew to ensure our staff can maintain a work/life balance.
- Our systems and processes for communication and assessment are streamlined, research led and based on the needs of our local context.
- Behaviour for learning is always a high priority so our teachers can focus their time on the things that matter – planning and delivering brilliant lessons for our students.
- This is a strict no excuses, mobile phone free school.
- We offer a wide range of enrichment opportunities for our students that have excellent attendance and feedback.
- Our curriculum is academic and designed to prepare our students for the workplace in the 21st century
- We put high-quality teaching at the heart of what we do. Live coaching and current best practice in the field of education is central to our approach.
- There is the opportunity to steer your own career. There is a range of professional development opportunities available.
- As we are part of the large Ark network, this means that we work collaboratively with other schools to build a curriculum suitable for all students and bespoke to our context.
- Salaries higher than the national pay scales.
- Twice as many training days as standard with network-wide events with Ark colleagues.
- Unique opportunities for growth and development
- Access to Ark Rewards – a scheme offering savings from over 3,000 major retailers

If you are ready to add further value to our school by providing our students and staff with comprehensive administrative support, you will find this job extremely rewarding.

Alignment with the school's vision, values and approach to education is essential.

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. This process is outlined below and can be provided in more detail if requested.

Disclosure

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.

Shortlisting

Only those candidates meeting the required criteria will be taken forward from application.

Interview

1. Shortlisted candidates will take part in an in-depth interview process that will include a competency based interview, and for all teaching roles, will include a lesson observation or similar practical assessment.
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application.

Reference checking

References from the previous and current employer will be requested 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.

A Commitment to Encourage Diversity

Ark is committed to eliminating discrimination and encouraging diversity amongst our employees. Our aim is that our workforce will be truly representative of all sections of society and that each employee feels respected and able to give their best. To that end we are committed to provide equality and fairness for all in our recruitment and employment practices and not to discriminate on any grounds. We oppose all forms of unlawful and unfair discrimination.

The Role and the Department

This is a rare opportunity to join our hard-working, dedicated administration team in our growing academy. This is a term time only position, which means you will only work 39 weeks of the year, plus one extra week in the school holidays in agreement with your line manager. Pay is spread evenly over the year so you would never have a month without money.

As an Administrative Assistant you be an ambassador for the school when meeting parents, stakeholders and other visitors being a first point of contact. You will provide a warm welcome to all, dealing with telephone and face to face enquiries in an efficient and professional manner. You will ensure that all information is treated confidentially and to always have absolute discretion and tact, complying with the school's data protection procedures.

Our standards are high, and we need someone who can be a team player and flexible when supporting other colleagues on either campus with the ability to be resilient, calm and professional under pressure.

For more information, please read the job description and person specification below.

About Ark Schools

Ark is a network of non-selective schools and run 39 academies in London, Birmingham, Hastings and Portsmouth educating more than 28,500 students.

Ark's aim is to create outstanding schools that give every student, regardless of their background, the opportunity to go to university or pursue the career of their choice.

How to Apply

To find out more about Ark Alexandra, please visit our website via www.arkalexandra.org

If you have any questions about the role, please contact our HR Department on ALEHR@arkalexandra.org

To apply, please [click here](#) to complete an online application form.

Please note: we are unable to accept applications via CV and we will be reviewing applications on an on-going basis and this advert may close earlier than advertised depending on the level of response. Early application is strongly encouraged. You will be able to pause, save and log back in to complete your application up until the vacancy closes.

Closing Date: Midnight on 24 February 2025

Ark value diversity and are committed to safeguarding and promoting child welfare. The successful candidate will be subject to an enhanced Disclosure and Barring Service check and any other relevant employment checks.

Job Description: Administrative Assistant

Reporting to: Office Manager
Location: Across both Campuses as required
Contract: Permanent
Working Pattern: 36 hours per week between 07:30 - 17:00, Term Time (plus one week)
Salary: Ark Support 5: Pay Points 5 – 12, £24,790 - £27,711 per annum (pro rata)

The Role

In this role you will provide:

- A comprehensive administrative support to the school under the instruction of the Line Manager, Heads of School and Senior staff and to assist in the efficient running of the school office
- Be an ambassador for the school when meeting parents, stakeholders and other visitors and to act as first point of reference
- Contribute to the overall vision and ethos of the school ensuring the best standards possible for students and staff
- A supporting relationship with admin team colleagues working collaboratively and professionally for the whole school

Key Responsibilities

- Provide a warm welcome to all. Deal with telephone and face to face enquiries in an efficient and professional manner
- Maintain the 'safe line' and safeguarding of the school by controlling access and ensuring the completion of relevant procedures i.e., signing in, issuing of identification badges etc.
- Cover reception duty on a rota basis, signing in and out all visitors according to established protocol
- Ensure that all messages are dealt with in a timely and accurate fashion and, where relevant, relayed to colleagues promptly
- Deal with incoming and outgoing post
- Receive and liaise with the Finance Department and staff to ensure that all deliveries reach their correct destination
- Ensure that all information is treated confidentially and to have absolute discretion and tact at all times, complying with the school's data protection procedures
- Update manual and computerised records/management information systems
- General administrative duties such as photocopying, filing, emailing and completion of routine forms. This could be directly supporting the Principal, Senior staff, middle leaders and teaching staff
- Be a team player and flexible when supporting other colleagues
- Maintain the booking procedures for meeting rooms
- Undertake any other reasonable duties as determined by the Line Manager, Heads of school or Senior staff.

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark's 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

Notes

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 he or she has been employed. It provides the school with the opportunity to monitor and review the performance of new staff in relation to various areas, and also in terms of their commitment to safeguarding and relationships with students.

No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Heads of School/Senior Leadership Team/Line Manager.

Person Specification: Administrative Assistant

Qualifications

- GCSE English and Mathematics Grade C or above (or equivalent)
- Business and Administration qualification (desirable)

Knowledge, Skills and Experience

- Experience of running effective administrative systems, preferably in a school environment
- Experience of data entry into databases and other IT systems
- Excellent communication, writing and editing skills
- Excellent organisation and time-management skills
- High level of proficiency with Microsoft Office, including Word, Excel and Outlook
- Able to build relationships with a range of stakeholders and anticipate others' needs
- Able to manage several projects at once, prioritising accordingly to meet all deadlines
- Able to take ownership of tasks and work with minimal supervision
- Understanding of Health & Safety and to be First Aid trained (willingness to undertake relevant training in this regard is essential)

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
- Resilient, 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 any/all training to fulfil this role efficiently and effectively
- This post is subject to an enhanced DBS check

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