



# Ark John Keats Academy



## Candidate Information Pack

[www.arkjohnkeatsacademy.org](http://www.arkjohnkeatsacademy.org)





# Welcome from the Principal



I am delighted to introduce you to Ark John Keats Academy: an all-through school in Enfield with a mixed comprehensive intake. Our mission is to ensure our pupils lead a life of genuine choice and can drive their own destinies because they have a rigorous academic curriculum, which is well taught, and because they know that kindness, effort, aspiration and tenacity lead to success. We are a member of the successful Ark network of schools and are proud to serve the young people and families in our community here in Enfield.

We opened our doors to our first reception classes in September 2013 and our first cohort of year 7 pupils joined us in September 2014. We currently have over 1800 pupils enrolled from nursery to year 13 and are oversubscribed in every year group. Our teaching staff are experts in their subject areas and all staff at the academy share a commitment to upholding the highest expectations.

We have created an academy that is renowned for its calm, orderly and purposeful environment, where pupils behave maturely and respectfully and enjoy the rich experiences that we offer. As a result, our students secure excellent academic outcomes, become kind and well-rounded young people, and go on to one impressive destination (on average over 65% of our students go on to one to study at a top third university in the U.K.). The academy was graded good in all areas in our Ofsted inspection of January 2023, and we are committed to building on this foundation to ensure that every aspect of our school is truly excellent.

This is a fantastic place to develop your career and to make a positive contribution to the lives of young people. We are looking for talented and dedicated staff, who are ambitious for our pupils as well as themselves, to join us in this next phase of our development.

**Katie Marshall - Principal**



# Why Join Us?



Find out  
more about  
working for  
Ark

## Working at AJK

- We work with a committed and dedicated team of staff, who care deeply about our vision and values and keep our children at the heart of everything they do.
- We serve a diverse and aspirational community. Our student and staff body represents a broad range of backgrounds and beliefs, and we achieve excellent outcomes for all children regardless of their starting points or challenges they face.
- Students have a happy and fulfilling time at AJK. We prioritise their wider development through our comprehensive personal development offer, which includes a timetabled period of enrichment for all key stages.
- We prioritise staff development, providing high quality internal training, coaching and mentoring as well as benefiting from belonging to a high performing group of schools.

## Staff Benefits at Ark

- Salaries 2.5% higher than main pay scale
- Twice as many training days as standard
- Generous pension scheme.
- Access to Ark rewards – a scheme offering savings from over 3,000 major retailers
- Interest-free loans – up to £5,000 available for season ticket or to buy a bicycle.
- Gym discounts – offering up to 40%.
- Access to Employee Assistance Programme providing free, confidential counselling, legal advice and a range of different support.
- Access to world-class training and development

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## What Our Staff Say

AJK is such a special place to work. We work closely with our families to provide an exciting and rigorous education for all of our students, enabling them to achieve great academic outcomes and become rounded. AJK invests in its staff so we can build a happy, hard-working community that delivers excellence for our pupils daily

**Vice Principal**

AJK has high standards of both its students and its staff, which makes it a challenging, but highly rewarding place to work. This rigour is matched with understanding from school leaders and the comradery in all departments makes it a warm and friendly environment.

**Head of History**

Our staff are not only hardworking, but also genuinely care about each student. They go above and beyond to provide the right support and opportunities, making sure every child feels valued, supported, and able to succeed.

**Deputy SENDCo**

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# About Ark



**Ark is an education charity that exists to make sure that all children, regardless of their background, have access to a great education and real choices in life.**

There are 30,000 students learning in our network of 39 schools. We've always believed that, with the right approach, every child has the potential to succeed. We work in the communities where we can make the biggest difference to children's lives, and all our schools are non-selective.

**It works:** our schools achieve great results – significantly outperforming national averages, especially when it comes to driving progress – the best measure for 'closing the gap'.

We take what we learn in our schools to develop new solutions and approaches that we can share. Over the last two decades, we have developed and incubated more than 20 projects and programmes, supporting them to scale and achieve systemic impact on the life chances of all children. Over 350,000 children currently learn using an Ark curriculum and our Ark Start nurseries are demonstrating a new model for early years education that we hope will become the norm.

## 76%

Ark is among the top performing trusts at primary. In 2024, 76 percent of pupils achieved the expected standard or above in reading, writing, and maths – surpassing the national average of 61 percent by 15 percentage points.

## 83%

Eighty-three percent of our sixth form students go to university at 18, compared to 38 percent nationally. Of those progressing to university, six in 10 attend a top third university compared to three in 10 nationally.

**At secondary, six in 10 students from a disadvantaged background at Ark achieve GCSEs in Maths and English, compared to just four in 10 nationally.**

# Our Approach to Curriculum & Teaching



## Curriculum

At Ark John Keats, we believe that an academic curriculum, rich in powerful knowledge, opens opportunities for our children for the rest of their lives.

We have four key levers for achieving our curriculum aims and supporting teachers to deliver excellent lessons:

- **Curriculum documentation:** Our leaders produce highly effective plans which support teachers to internalise the curriculum. We align with Ark Curriculum Programmes, meaning we benefit from excellent plans that we can adapt for our students.
- **Centralised resources:** High quality centralised lesson resources mean that teachers can focus their energy on intellectual preparation and adaptations for their class, rather than creating slides or worksheets.
- **Co-planning:** We protect time each week for departments to plan in teams, enabling the sharing of expertise and best practice.
- **Intellectual Preparation:** We have a consistent approach to lesson planning, which supports teachers to focus on the highest leverage elements of lesson preparation.

## Teaching

We understand that the development of exemplary classroom practice is a career-long undertaking, and teachers are supported through evidence informed training and regular feedback on their practice.

Our teacher development programme includes three key components

- **Regular CPD for all teachers:** Our CPD programme is research driven and based on our school priorities and teachers work on development goals appropriate to their own stage of career development.
- **Coaching and feedback:** We have an open door policy and all teachers at AJK receive regular feedback on their classroom practice. We run a bespoke and highly effective coaching programme alongside this to support individual teachers at different stages of their development.
- **Co-planning Meetings:** Excellent planning is the foundation for excellent teaching. Planning collaboratively provides all teachers with an opportunity to develop their subject and curriculum expertise.

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At AJK we prioritise excellent lessons – for example, in science students dive into the world of science through hands-on experiments, turning curiosity into knowledge and discovery throughout our curriculum.

**Head of Science**



# Find Out More



## Where to Find Us

**Ark John Keats Academy**  
Bell Lane, Enfield. EN3 5PA

Tel: 0208 443 3113  
Email: [info@arkjohnkeatsacademy.org](mailto:info@arkjohnkeatsacademy.org)  
[www.arkjohnkeats.org](http://www.arkjohnkeats.org)



Follow us @arkjohnkeatsacademy



Easy access to/from the A10 and M25.  
There is free on-site parking for staff.



**Turkey Street/ Enfield Lock & Brimsdown Station-** Direct access to/from Liverpool St & Stratford



**Buses:** 121, 191

## 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 grounds of age, disability, gender reassignment, marriage/civil partnership status, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

We oppose all forms of unlawful and unfair discrimination.

## Safeguarding

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. To meet this responsibility, we follow a rigorous selection process. This process is outlined here but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

## Useful Links

[Ofsted & Results](#)

[Vacancies](#)

[Calendar & Term Dates](#)





# Ark John Keats Academy



## Job Description Pack

[www.arkjohnkeatsacademy.org](http://www.arkjohnkeatsacademy.org)



# The Role



## School Data Manager

**Location:** Enfield – easily accessible from central, north, and east London, as well as surrounding areas.

**Salary:** Ark Support Band 8 point 19-29 (£34,118-40,632 pro rata) depending on experience.

**Working pattern:** Full-time (40 hours per week term time plus 16 days during the school holidays including national results days) 08.00am – 17.00pm, 39 weeks per year, term time only plus 16 days of 5 hours during holidays.

**Contract:** Permanent

**Start date:** September 2025

**Closing date:** 9<sup>th</sup> May 2025

*We will be reviewing applications on an on-going basis and this advert may close earlier than advertised depending on the level of response.*

**Ark John Keats is an exceptional school looking to hire exceptional people.**

## Description of the post

As the Data Manager, you will play a crucial role in managing the school's data integrity, reporting and analysis. You will support the Senior Leadership Team to make data-based decisions that have a real impact on student achievement.



# Key Responsibilities



## Main Duties

### Student Management Information System (Bromcom)

- Be responsible for data integrity, including attendance, reporting, census returns, admissions/leavers, pupil roll, exclusions, behaviour, student and staff details and assessment results
- Maintain relevant databases to ensure that they are up to date and fit for purpose
- Administration of the school's timetable and cover arrangements
- Provide training to members of staff on the use of school information systems
- To work with the SENCO and other members of staff to record students' special needs
- To support the exams manager with the efficient and compliant administration of internal and external assessments

### Assessment & Reporting

- Provide data and reports, as requested, for the Principal, SLT, the Department of Education, Ark Central, staff, students and parents regarding assessment information
- Analyse data and provide reports on key school performance metrics to include attendance, behaviour and assessment
- With the Senior Leadership Team, set Key Stage, Year and Subject targets for students and report on assessment results, highlighting any areas of concern
- Provide staff with assessment and target information for students
- With the Senior Leadership Team, manage the academy's annual reporting process; ensuring students and their families receive regular and timely academic feedback.

## Academy Culture

- To support the academy's values and ethos by contributing to the development and implementation of policies, practices, and procedures
- To help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- To help develop a school/department culture and ethos that is utterly committed to achievement and good discipline.
- To be alert and active on issues relating to pupil welfare and child protection.
- To support the enrichment programme

- To support and work in collaboration with colleagues and other professionals in and beyond the school, covering lessons and providing other support as required.

### Other

- Support the administration of cover
- GDPR support
- Ensure all tables checking files from the DFE are accurate and up to date.
- Carry out other reasonable tasks as directed by members of the Senior Leadership Team.

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





# Person Specification



The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

## Knowledge & Experience

- Experience of working in a similar role in a school environment (desirable)
- Excellent data analysis skills, advanced Excel skills, and comfortable working with and manipulating large sets of data.
- High level of proficiency with management information systems
- Able to manage several projects at once, prioritising accordingly to meet deadlines.
- Able to take ownership of tasks and work with minimal supervision.
- Excellent verbal and written communication skills

## Skills & Attributes

- Self-motivated and highly dedicated.
- High standards and a keen eye for detail
- Excellent communication skills with ability to establish rapport colleagues.
- Effective in planning and prioritising workload.
- A willingness to engage in the whole life of the school and an ability to offer skills in some part of the co-curricular programme of the school.
- Commitment to the ethos of the school and its pastoral approach.

## Other

- A good honors degree
- 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.

# Apply Now



For an informal telephone conversation about the role, contact us on 02084433113 or email [recruitment@arkjohnkeatsacademy.org](mailto:recruitment@arkjohnkeatsacademy.org)

Applications are reviewed and shortlisted on a rolling basis, and we reserve the right to interview, appoint and close adverts early due to the volume of applications we receive.

We therefore encourage you to apply at the earliest opportunity to avoid disappointment as once we have closed a vacancy you will be able to submit your application form

**For further information or to arrange a discussion, contact us at [recruitment@arkjohnkeatsacademy.org](mailto:recruitment@arkjohnkeatsacademy.org)**

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. 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](#).*