



Ark Soane Academy

Office Manager

Location: Acton, London - a five-minute walk from Acton Town tube station

Contract: Full-time hours, permanent contract

Start date: January 2025

Salary: Ark Support Scale- Grade 8 Points 19-29 (FTE £35,742 - £41,717)

Closing date: Applications will be considered on rolling basis and early applications are advised.

Interviews: TBC

Opportunity for an exceptional candidate to support the expansion of a high performing a new Ark secondary school in Ealing.

Ark Soane Academy is a new secondary school in Acton which opened in 2021. We will have 720 students in Years 7-10 from September 2024 and will be launching our GCSE programmes for the first time.

Ark Soane seeks to redefine what is possible in education. Our model is “simplicity delivered expertly”: by delivering an immaculately planned and highly academic curriculum exceptionally well; and by providing our students with a compelling aspiration-raising ethos we seek to transform the future of students in a highly deprived community.

Behaviour at Soane is exemplary enabling staff to deliver exceptional lessons. Students are entirely bought-in to the values and ethos of the school and know that they are fortunate to attend a school where the quality of education is exceptional and where love, warmth, respect and the highest standards permeate every interaction. Students are a pleasure to teach and you can always expect a “thank you miss” when students leave the classroom.

We are a community of professionals learning together who believe we can all become exemplary in our field. We have a truly open-door culture where frequent low-stakes feedback is the norm. We value the input of all of our staff and collaborate to ensure the academy continues to improve as it expands. We frequently host teams of domestic and international educators who come to learn from us and help us shape our provision.

Ark Soane Academy is part of Ark, one of the UK’s most successful school groups, with a network of 39 schools in 4 locations across the country.

As a proud member of the network, we offer:

- Twice as many training days as standard
- Weekly staff training designed to meet the needs of the school
- Coaching for every teacher
- Protected co-planning time
- Access to high-quality, regular professional development
- Opportunities to collaborate with colleagues across the network.

The role:

We are recruiting an Office Manager who will play a key role in ensuring the administrative functions of the Academy run efficiently and effectively. You will supervise reception and administrative staff, systems and processes.

The successful candidate will have the opportunity to grow with the school. They will be supported in their development and preparation for future roles. We will develop every staff member that joins our team, providing one-to-one support, coaching and mentoring and access to extensive network training.

You will:

- Share the Ark Soane beliefs, vision and mission and be aligned with the Ark six pillars underpinning it.
- Be committed to Ark’s ethos of high expectations for every student in both academic achievement and personal development.
- Manage behaviour effectively to create a positive, calm and purposeful climate for learning.
- Have the drive, skills and resilient character required to help develop a new school.
- Be reflective about the Academy and committed to securing its continued development.
- Value and support practices driving continued progress across the network of Ark schools.





Job description

The Role

As the Office Manager, you will be a key member of the team responsible for ensuring high standards within Ark Soane Academy. You will manage the day-to-day financial processes and administrative procedures as necessary. You will collaborate with the other members of the front office team to uphold the vision and ethos of the school at all times and provide excellent customer service to a range of stakeholders.

Key Responsibilities

- To take responsibility for the processing of financial transactions within the academy, including purchase orders, invoicing, credit card reconciliation and BACS payments
- To maintain finance filing systems, ensuring that records are suitable for audit purposes
- To accurately administrate and manage the school resources ordering system
- To ensure procurement best practice is adhered to
- Work to achieve the most competitive pricing for goods and services in compliance with current and relevant procurement legislation.
- Work with other finance staff within the regional team to share best practice
- To work as Data Protection Lead for the school and work with Ark Central to ensure that any violations are escalated and promptly followed up.
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Provide general clerical and administrative support for the school e.g. photocopying, filing, emailing, completion of standard forms, respond to routine correspondence, letters to parents, etc
- Maintain manual and computerised records and management information systems, producing accurate lists or data as required by colleagues or compliance bodies
- Maintain stationery and photocopier paper supplies, manage stock cupboard and distribute as required
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- Support various projects to meet the needs of the school to achieve project goals and assist the effectiveness of the department
- Ensuring clear and well-defined process for all school administrative functions including finance; audit records; reprographics and reception duties
- Supporting and holding the administrative staff to account for delivery of their portfolio of tasks.
- Ensuring effective workflow management so that all tasks are completed promptly.
- Regularly seeking and acting on feedback from staff body and parents.

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.

For more information about our school, please visit: www.arksoane.org.

To arrange a confidential conversation with the Principal about this role, please contact Secretta Clarke at HR@arksoane.org or phone 020 81615579.

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process which will include questions about safeguarding. 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.

Person specification



Qualification Criteria

- Math's and English GCSE at grade C or above (or equivalent)

Knowledge, Skills and Experience

- Experience of a senior administrative role or similar
- Experience of working within a school environment (Desirable)
- Line management or supervisory experience
- Excellent customer service skills
- Able to manage several projects at once, prioritising accordingly to meet deadlines
- Able to take ownership of tasks and work with minimal supervision
- Strong IT, systems, administrative and organisational skills
- Excellent written and oral communication skills
- Understanding of relevant legislation, policies and procedures, and the ability to apply this understanding to real situations

Personal Characteristics

- 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.

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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 it occurred. To read more about Ark's safer recruitment process, please click this link.





Ark Soane
Academy

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