**Ark Dickens Primary Academy**

**Job Title: Administrator**

**Location:** Portsmouth **Salary:** Ark Support Staff Scale Band 4 Point 3 – 7: £22,737 - £24,293FTE
 (Actual salary - £19,858 - £21,217)

**Contract:** Permanent

**Working pattern:** 36 hours per week, 40 weeks per year (term time plus one week)

**Start date:** As soon as available.

**Closing date:** 9th February 2024
**Interview date:** TBC

**This is an exciting opportunity for an exceptional candidate to join a dedicated team of staff at Ark Dickens Primary Academy.**

**About the role:**

We are looking to recruit into our amazing admin team. You will join a committed team of ambitious staff who will support pupils and the school to establish a supportive and nurturing learning environment in which children make good academic progress.

**Our ideal candidate will:**

* Be an experienced Administrator with experience of running effective administrative and clerical support, ideally within a school environment
* Have good communication, planning and organisational skills
* Be a great multi-tasker!
* Be enthusiastic and have a flexible approach to work
* Vision aligned with Ark’s high aspirations and high expectations of self and others
* Have the resolve to make a real difference to the lives of pupils.

**View the full job description and person specification here.**

**About our school:**

Ark Dickens is a lovely school in the heart of Portsmouth. We are a two-form entry primary academy, which became part of the Ark network in September 2014. We are a school with high aspirations and expectations to ‘Be Our Best’ in all that we do. This reflects our ethos of ensuring every child is provided with every opportunity to reach their potential.

At our school, staff wellbeing and support is of paramount importance to us. Staff are given countless opportunities as well as tailored training geared towards individual professional development. We offer a collaborative setting ensuring that staff receive responsive feedback and colleagues are encouraged to learn from one another. Hard work will never go unappreciated at Ark Dickens, where there is a spirit of recognition and reward. Our school is a rewarding and fulfilling place to work.

**Learn more about us by visiting** [**https://arkdickensprimary.org/**](https://arkdickensprimary.org/)**.**

**We offer:**

* 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.

Click [here](https://arkschools.sharepoint.com/%3Ab%3A/g/ArkNetCentral/hr/ESrQhSqodvRPv7Uk3QH_E-oBI1ctB63njzZeImVqSfgjnA?e=rgWDVc) to find out more about the benefits we offer.

**How to apply:**

Please visit <https://arkdickensprimary.org/vacancies> and submit your application. Please note 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 advised.

If you wish to discuss this opportunity or for any questions, please contact Ann Dyson at a.dyson@arkdickensprimary.org .

**For any technical issues, please contact our system support team by clicking the chat function on the bottom right of the advert screen.**

*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.*

*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*](https://arkschools.sharepoint.com/%3Ab%3A/g/ArkNetCentral/hr/EcXQDSjo9UpCpgk8lDWMN0sBVG6GBUTVWVXp9c5KkW-tog?e=bfdlES)*.*

*We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark’s diversity and inclusion commitments, please click on this* [*link*](https://arkonline.org/our-approach/diversity-and-inclusion)*.*