



Ark Isaac Newton  
Academy

Primary Receptionist





Dear Candidate,

I am delighted to introduce you to Ark Isaac Newton Academy, an all through academy from reception to Year 13. We are a high-performing, non-selective school committed to providing a transformational education for every student we serve. Located in the heart of our community, we combine academic ambition with strong pastoral support to ensure that all students—regardless of background—can thrive, achieve, and develop the character needed for future success.

Our staff work tirelessly to ensure that each and every student is supported and stretched to reach their full potential. We focus on working towards achieving our vision **‘Together, we build a kind, safe and inclusive environment that instils the knowledge and character necessary to reach transformational destinations’**. Commitment to our vision has already delivered a series of great successes, where academic outcome across KS2-5 are the amongst the highest in the nation and our work supported in October 2024 when we judged by Ofsted to be outstanding in all areas for a third consecutive time since inception of the academy.

Joining Ark Isaac Newton Academy in September 2020, I have spent more than a decade as a senior leader and Principal, with a large portion of this within an all-through school setting. There is something incredibly special about working in an all-through school, which makes me committed to delivering the highest quality education to all the students at Isaac Newton Academy.

Our academy aims to be a ‘home from home’ for both staff and students. My belief is all students deserve a great school and staff a great place to work. Therefore, we are very clear with the culture that we wish to cultivate for our community. Central to this is being a mission led organisation, which is at the heart of everything we do and outlines our ambition, that goes \_\_\_\_\_

beyond ensuring our students have excellent academic outcomes. Ultimately, working for Ark Isaac Newton Academy is about being part of something unique where aspirations for all people are incredibly high. We certainly want like-minded people to join our organisation that are aligned to our values that underpin our culture – ***integrity, kindness, professionalism, growth mindset, excellence*** and ***community***. As well, anybody that joins our academy must want to work towards our mission each day, every day: ***Striving together to be pioneers whose legacy makes a positive difference for our world.***

I wish you the best with your application.



Morgan Haines  
Principal



## Our Mission

Striving together to be pioneers whose legacy makes a positive difference for our world.

## Our vision

Together, we build a kind, safe and inclusive environment that instils the knowledge and character necessary to reach transformational destinations.

## Our Values & Beliefs

- **Integrity** – We are true to our values, doing what we say; we always do the right thing, even when it's hard and nobody is watching.
- **Kindness** – We always support each other, show genuine care and consider the feelings of others in all our actions and words.
- **Professionalism** - We model pride and positivity in all that we do; we are always respectful and take responsibility for our actions.
- **Growth mindset** – We work hard; we are resilient in adversity and unafraid of failure, always embracing our mistakes and celebrating our growth.
- **Excellence** – We are highly ambitious, doing the best in all we do to become the greatest version of ourselves.
- **Community** – We are unified, valuing relationships that create an environment where everybody is accepted and belongs.



## About Ark

Ark is an education charity set up in 2004 to create a network of high achieving, non-selective, inner city schools where all pupils, regardless of their background or prior attainment, achieve highly enough by age 18 to have real choices: to go on to university or the career of their choice. Ark has no faith affiliations.

All ARK schools are situated in areas of high deprivation or educational need and our pupil profile reflects this: over half of our pupils are eligible for free school meals compared to 18% nationally.

The ARK network operates 39 schools in the UK across London, Portsmouth, Birmingham and Hastings. Each of our schools has its own distinctive character, reflecting its local community.

All Ark Schools prioritise six key principles:

- High expectations
- Excellent teaching
- Enriching Experiences
- Knowing every student
- Ambitious Curriculum
- Strong relationships

## **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.

## Job Description: Primary Receptionist

Reports to: Administrative Services Lead  
Start date: 1<sup>st</sup> September 2026  
Location: Isaac Newton Academy Primary, 468 High Road, Ilford, IG  
Hours: Monday to Friday, 30 hours per week (12pm-6pm), 41 weeks per year  
Salary: Ark Outer London Support Scale Band 2 £21,264 - £22,179 pro rata per annum, based on the FTE salary £28,218-£29,432, dependent on experience  
Closing Date: Monday 20<sup>th</sup> July 2026  
Interviews: Candidates will be contacted once shortlisted

### The role

- To provide an excellent front of house service, covering the reception and taking care of external & internal visitors, parents, students and staff.
- To take calls and deal with the post and emails in a timely and professional manner.
- To provide first aid to students as required
- To deliver effective administration support for all aspects of the Primary School's successful running and operations.
- To be a role-model and impact positively on the academy more widely.

### Key Responsibilities

- In this role you will provide reception cover as well as administrative support to the school including providing support to the Senior Leadership Team, staff, governors, students and parents.
- You will collaborate with the other members of the Primary office team to uphold the vision and ethos of the school at all times and provide excellent customer service to a range of stakeholders.

### Academy Culture

- To help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships by maintaining a presence around the academy
- To help develop an academy culture and ethos that is utterly committed to achievement
- To demonstrate a commitment to equality of opportunity for all members of the academy's community
- To actively promote the academy at all times
- To contribute to discussions at meetings
- To be active in issues of student welfare and support
- To support and work in collaboration with colleagues and other professionals in and beyond the Academy and providing other support as required.

### Other

- To undertake other various responsibilities as directed by the Head of Primary and Principal
- To meet the expectations of all INA staff as laid out in the Staff Code of Conduct and Ways of Working together policy
- To uphold all academy polices with consistency and diligence

- To undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development.

# Person Specification: Primary Receptionist

## Qualifications

- GCSE English and Mathematics Grade C or above

## Knowledge, skills and Experience

- Customer service 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 (also over the phone and in person)
- Excellent organization and time-management skills
- High level of proficiency with Microsoft Office
- 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

## 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
- 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

*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](#).*