



## Admissions and Student Support Manager

<b>Reporting to:</b>	Senior Leadership Team
<b>Start Date:</b>	1 <sup>st</sup> September 2026
<b>Location:</b>	Ark Victoria Academy, Talbot Way, Small Heath, Birmingham, B10 0HJ
<b>Contract:</b>	Permanent
<b>Working Pattern:</b>	Term time only + 2 weeks
<b>Working Hours:</b>	40 hours per week
<b>Salary:</b>	Grade 7, points 14 – 24 (£29,540 - £35,412)
<b>Closing Date:</b>	<b>18<sup>th</sup> May 2026</b>

*If you are ready to add further value to our committed team of staff and to work alongside a brilliant school leadership team, then you will find this job extremely rewarding.*

### About the role:

We are seeking a motivated, compassionate and proactive individual to work with our fantastic primary pastoral team and our pupils in primary phase. The role will also focus on building relationships with new starters to our school, working with SLT and our office staff to oversee our all-through admissions. You will play a vital role in supporting pupils' learning by focusing on behaviour, attendance and wellbeing, ensuring all of our pupils are able to achieve success. The successful candidate will be committed to young people and their development, with an understanding of the issues young people are currently facing and a good understanding of the community we serve. You will work closely with staff, parents and external agencies to develop positive attitudes and approaches to learning and be the first point of contact for parents with queries about support for their child.

You will work with families to support successful transitions and to ensure a sense of belonging for all. You will oversee the day-to-day administrative procedures relating to student admissions at Ark Victoria Academy and lead on all administration relating to primary and secondary school admissions.

### The successful candidate will:

Ambitious

Resilient

Kind



- provide high quality, well-planned pastoral support and guidance to students and their families in order promote high expectations, raise aspirations and facilitate academic progress
- enable all students to develop our Ark values, personal excellence and a sense of pride within the academy
- help secure an aspirational culture of achievement, hard work and perseverance within the school through day-to-day discussions with parents and students, formal assemblies and other formal events
- lead the admissions process all-through, with support from SLT

If you are ready to add further value to our **primary pastoral and operations teams** and to work alongside a brilliant school leadership team, then you will find this job extremely rewarding.

## About Ark Victoria Academy

**Ark Victoria Academy provides pupils with an excellent education through an ambitious curriculum, personal development and character programme, and an extensive student experience and extra-curricular offer. Although we are a large school, we are able to retain a family feel, to nurture our pupils through their schooling and ensure that they flourish and leave us with the skills and qualifications necessary to continue their journey of life-long learning in a university or career of their choice.**

Our school values are crucial to our culture and ethos, they are also part of the way we work and learn together and have been instrumental to us on our school improvement journey. Our values of Ambition, Resilience and Kindness permeate our curriculum, our culture, school and our learning community.

It is for these reasons that Ark Victoria Academy was judged to be significantly improved in all areas from the 2019 ‘Good’ inspection, by Ofsted, in October 2024: ‘this is a school which lives out its values in full for the benefit of children in Nursery to the pupils in Year 11...pupils thrive at all stages of Ark Victoria Academy...as the school knows its pupils very well, they are very well supported to engage with the school’s ambitious curriculum.’. The full report (September 2024) can be found here: <https://files.ofsted.gov.uk/v1/file/50262921>.

We prioritise staff development with a strong emphasis on securing expert subject knowledge from our teachers, strong teaching and leadership and a focus on excellence for our pupils and staff. Our website can provide more information about Ark Victoria Academy.

### **Why work for our school?**

We value our staff and provide a comprehensive programme of coaching and professional development for all our staff. We use our values and our virtue pathways to shape the way we work and learn together. Hear what our teachers have to say about working at Ark Victoria Academy: <https://arkvictoria.org/jobs/working-for-us>

For an informal, conversation about the role please contact HR on 0121 393 4459 or [vichr@arkvictoria.org](mailto:vichr@arkvictoria.org)

*Please note 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.*



## How to Apply:

Please submit your application online by visiting <https://arkvictoria.org/jobs/vacancies>.

# Job Description

## Primary Student Support

- To support pupils with all aspects of pastoral care – behaviour, attendance, wellbeing and safeguarding.
- Promote positive behaviour and attitudes to learning.
- To analyse attendance, behaviour and wellbeing data, using it to rapidly diagnose concerns and plan actions to be reported to the Primary Pastoral Director
- To identify students in need of additional support and initiate, deliver and evaluate a support plan appropriate to their needs
- To work proactively with vulnerable students.
- To support breakfast club and afterschool clubs
- To be the playground games co-ordinator – providing the students with appropriate activities/games during lunchtime and to ensure that students are appropriately supervised at lunchtimes.
- To resolve issues that are impacting on academic performance in a timely manner
- To ensure that parents are fully involved in their child's pastoral care by establishing regular contact with those in the most need
- To provide support and guidance for parents with queries about their child
- To ensure the calm and quiet movement of students around the school site
- To support teaching staff by providing pastoral expertise and advice as and when required.
- To supervise students departing the site at the end of the school day, ensuring neighbourly behaviour
- To prepare documentation for and liaise with other stakeholders involved in the pastoral care of students both within and outside the academy
- To help secure an aspirational culture of achievement, hard work and perseverance within the school through day-to-day discussions with parents and students, formal assemblies and other formal events
- To support the safeguarding team as deputy safeguarding lead
- To join the first aid rota, providing students and staff with first aid support, calling on medical services as required.

## Admissions

- Ensure all administration relating to primary and secondary school admissions is undertaken efficiently and appropriately
- Liaise with the local authority admissions team to maintain effective and efficient communication flow
- Ensure that the school's management information systems are kept up to date with all admissions information
- Ensure the induction of all new students in both schools is well planned and appropriately documented
- Ensure all records are fully maintained making sure that all information held is accurate and reliable, with corrective action taken where there are gaps

## Academy Culture

- Help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships

## Other

- Undertake other various responsibilities as directed by Line Manager or Principal
- Ability to work as part of a team as well as working on their own initiative.

# Person Specification

## Qualification Criteria

- Right to work in the UK
- English and Mathematics GCSE (or equivalent) at grade C or above
- First Aid qualification (desirable)

## Experience

- Experience of establishing effective, appropriate relationships with a variety of young people at the relevant age
- Experience of establishing effective relationships with families and other stakeholders
- Experience of working with challenging young people
- Experience of managing difficult behavioural situations calmly and confidently
- Experience of addressing student personal health and wellbeing issues sensitively and confidently
- Experience of working with management information systems (Bromcom or similar MIS)

## Behaviours

- Displays an enthusiasm and commitment to knowing every child and supporting them to be successful.
- Ability to self-manage using own initiative as well as working as part of a team
- Demonstrates self-control and adaptability
- Has strong written and oral communication skills
- Has good listening skills enabling the effective building of relationships with others
- Possesses the ability to implement the necessary routines and patterns to establish good behaviour management within the school
- Understands the importance of confidentiality and discretion
- Demonstrate high levels of ambition and optimism regarding what the academy and its students will achieve
- Exemplify Ark/Academy policy and expectations
- Reflect critically on their own performance and respond positively to feedback regarding the performance of their duties
- Aspire to meet challenging targets
- Take responsibility for their own professional development
- Take full responsibility for all aspects of their work by identifying areas for improvement and instigating action on their own initiative

## Personal skills and qualities and knowledge

- Genuine passion and belief in the potential of every student
- Helpful, positive, calm and caring nature
- Able to establish good working relationships with others
- Able to follow instructions accurately but make good judgements and lead when required
- Communicates high expectations

## Other

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training

---

**Ambitious**

**Resilient**

**Kind**



- 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](#).*

## Principal

I am delighted and proud to welcome you to Ark Victoria Academy, a family school in the heart of Small Heath. I joined our academy in 2019 and am working hard with our pupils and staff to make sure our school continues to improve. We want to provide an excellent education for each and every one of our pupils.



As Principal, it is my responsibility to create an environment in which your child can become a confident, articulate, resilient and kind young adult. Our curriculum, enrichment programme and student experience days, help ensure our pupils learn, thrive and make progress. We are committed to preparing and supporting our pupils to go on to pursue careers they are passionate about, contributing positively to society and living happy, healthy and fulfilled lives.

Our school community works hard to ensure our values of being **ambitious**, **resilient** and **kind** underpin our work and are upheld by us all.

We know that all children can and will achieve success and our dedicated staff work hard to nurture, support and provide challenge, to make this a reality. We welcome and value the input of carers and parents; together, we work hard to help realise the dreams and ambitions of our children and their families.

Please take a look around our website to find out what we can offer your child. The best way to really understand our school is to experience it. I would love to show you around and answer any questions you may have.

**Ms Ela McSorley, Principal**

## Primary Headteacher

Welcome to the primary Phase of Ark Victoria Academy.

The primary phase begins in Nursery and continues into Reception where we take in 90 pupils each year. We are incredibly proud of the start we give our pupils in Early Years, laying the foundations for the educational journey they will continue through to Year 11.

Our values of ambition, resilience and kindness underpin all the work that we do within our academy. We have high expectations and expect our pupils to work hard in order to achieve their full potential. Our academy is a calm environment where pupils behave well at all times.



Our classrooms are purposeful learning environments where children debate, discuss and develop their ideas with confidence and respect. Reading is at the heart of our academy. We know how important it is that pupils move into Year 7 able to read well. Our love of reading is visible throughout the school and in every classroom. We dedicate time to high quality teaching of reading in every phase, listening to pupils read regularly and developing children's passion for reading at every opportunity.

We pride ourselves on knowing every child in our care and our curriculum is planned, sequenced and delivered with our pupils at its heart. We dedicate time to ensuring pupils develop the core knowledge and skills they need in preparation for secondary school and enrich our learning with a wide range of extra-curricular activities.

We understand the importance of working together with parents and have regular opportunities for parents to come into school. We regularly share ways to help children at home, celebrate the work they have been doing and share information about the progress our pupils are making. We are always available (you will see us on duty every day before and after school!) so please do approach us with any questions you may have.

We feel privileged to be part of an all through academy, preparing our pupils for the secondary phase of their education which builds seamlessly on the work we do in primary. Staff in Year 6 work very closely with Year 7 staff to ensure a positive transition experience when children move into the next phase of their education with us. We ensure that children's individual needs are met, families are supported and our high expectations are maintained. We believe in each of our pupils and we are very proud when we hear of their success as they move into secondary school and beyond.

**Mrs Victoria Twort, Primary Headteacher**

## Being part of the Ark network

Ark is an international charity, transforming lives through education. We exist to make sure that every child, regardless of background, has access to a great education and real choices in life. We know that great schools need great teachers, which is why we offer you the very best training and support at every stage of your career - from starting out as a trainee to running your own school.

Our highly-successful network of 39 schools educates over 20,000 students across Birmingham, Hastings, London and Portsmouth. They are achieving some of the best results in the country despite being largely in areas of historic academic underachievement.

Ark schools prioritise six key principles: high expectations; excellent teaching; exemplary behaviour; depth before breadth; more time for learning; knowing every child.

---

**Ambitious**

**Resilient**

**Kind**



Ark invests significantly in a number of professional development programmes which complement academy level training:

- The Ark training menu: we have developed a bespoke training menu, which is accessible by all staff in the network offering a wide range of training modules to staff in all roles
- Network support: schools share CPD, allowing us to share best practice and role specific training across the network, facilitated by in-school and central staff
- Ark staff receive 10 training days each year rather than five creating time to collaborate with subject specialists within each school and across the network

Ark is at the forefront of changing education society through education. You can read more about how Ark is transforming lives through education [here](#).

## 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.

### Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including ‘spent convictions’ under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

### Reference checking

References from the previous and current employer will be taken up 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.

