**Job Description: Administration Assistant**

**Reporting to: Business Manager**

**Location: Hastings**

**Contract: Permanent/ Part-time**

**Working Pattern: Term Time**

**Hours: 14.5 hours per week**

**Salary: Ark Support 1 : grade 3-5 £23723.00**

 **Actual Salary: £8.219.00 per annum)**

**The Role**

In this role you will provide a comprehensive administrative support to the school including providing suppport to he Senior Leadership Team, staff, governors, students and parents. 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**

* Establish and maintain efficient administrative systems and processes to support the effective running of the school
* Provide general clerical and administrative support for the school
* Maintain manual and computerised records and management information systems, producing accurate lists or data as required by colleagues or compliance bodies
* Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and professionalism
* Assist with student welfare and liaise with parents where necessary
* Maintain stationery and photocopier paper supplies, manage stock cupboard and distribute as required
* Arrange school trips efficiently, taking responsibility for bookings and coordination of all school trip requirements
* Provide cover for the reception desk as necessary

Other

* Actively promote the safety and welfare of our children and young people
* Ensure compliance with Ark’s data protection rules and procedures
* Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
* Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

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.

**Person Specification: Administrator**

**Qualifications**

* GCSE English and Mathematics Grade C or above

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