



Ark St Alban's Academy

Administrator

Location: Highgate, Birmingham

Salary: Ark Support Pay scale, Grade 5 point 5-12 (£25,583 – £28,598) Actual salary range £24,449 – £27,331

Contract: Fixed term contract until 31 August 2026

Working hours: Full time, Term time only. 08:00 – 16:30 Monday to Friday

Start date: Flexible for the right candidate

Closing date: 23 March 2026

Join a team that's transforming lives through education.

About the role:

At Ark St Alban's Academy, we believe every young person—regardless of background—deserves access to an exceptional education. As our new Administrator, you'll be at the heart of this mission.

This role is perfect for someone who thrives in a fast-paced school environment, loves bringing order to busy systems, and takes pride in delivering outstanding service. You'll be the friendly face and organised mind that helps our academy run smoothly every single day.

Working within our central admin, data and exams team, you'll play a key role in supporting students, staff and families, ensuring every interaction reflects the warm, professional ethos of our school. From managing key documents and databases to supporting communications and keeping our operations running seamlessly, your work will make a direct difference to the experience of our young people.

Ark St Alban's Academy is a high-performing, community-driven school where staff work with determination, optimism and ambition. If you're organised, proactive and motivated by helping others succeed, this is an opportunity to be part of something truly meaningful. You'll be joining a team that values collaboration, kindness and excellence—and you'll be supported to grow your skills along the way.

Who We're Looking For

Someone who is:

- exceptionally organised and able to juggle multiple priorities
- confident communicating with staff, pupils and visitors
- diligent with data and accurate with detail
- warm, professional and calm under pressure
- eager to contribute to a positive school culture
- committed to safeguarding and supporting young people

If this sounds like you, we'd love to hear from you.

About our school:

Ark St Albans Academy is committed to addressing educational disadvantage. We consistently guide pupils to GCSE and A-Level outcomes which place our cohorts in the top 10% of schools nationally on many measures, including those for the progress of disadvantaged pupils. Our school serves pupils from central Birmingham. The percentage of our cohort eligible for the Pupil Premium is the eighth highest in the country.

There are very few communities in the UK who need great staff more than ours. Our staff at Ark St Alban's Academy are determined to prove that the background of a young person can be no impediment to their success. Our school prepares pupils to succeed at elite universities, with our alumni proudly representing our community at prestigious destinations including Cambridge University, Durham University and the London School of Economics.

Find out more about Ark St Albans Academy [here](#).

We offer:

- Salaries 2.5% higher than main pay scale.
- 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](#) to find out more about the benefits we offer.

How to apply:

Please visit [our website](#) 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 encouraged.

For further information about the role or to arrange a visit to our school, please contact Katie Roberts on 0121 446 1300 or katie.roberts@arkstalbans.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](#).

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](#).

Job Description: Administrator

The Role

In this role you will provide a high standard of administration support to the academy undertaking various duties across a range of Admin & Exam/Data activities. You will work with the other members of the admin team to uphold the vision and ethos of the academy 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
- Provide cover for the reception desk as necessary

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Arks 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
- Ability to communicate in additional community languages (e.g., Arabic, Urdu, Somali) is desirable.

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

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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 37 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.

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](#).

Meet the Principal

Guy Rimmer graduated from the University of Warwick and became part of the very first Teach First cohort in the West Midlands. Having trained as an English teacher in Birmingham, Guy then went on to work for Teach First itself, coordinating teacher development activities for its alumni network. In 2010, he joined Ark Schools and began teaching at King Solomon Academy, an exceptionally successful start-up school in central London where he taught a number of subjects including Business, Geography and Religious Studies.



Guy held several leadership positions at King Solomon Academy, before becoming Head of Secondary in 2018. In ten years as a leader at KSA, Guy played a key role in the success of the first five cohorts to complete GCSEs and A-Levels at the school, cohorts which consistently placed in the top 1% nationally for pupil progress and from which, the majority of pupils regularly secured places at top-third universities after the completion of their sixth form studies. Guy joined Ark St Alban's Academy in September 2020 and he is determined to continue the work of building a school in central Birmingham which is a truly exceptional place to work and to study.

If you would like to speak to the principal prior to making an application, please get in touch via katie.roberts@arkstalbens.org

Ark Safer Recruitment Procedure

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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

