


Ark Soane Academy

Office Administrator

 **Location:** Acton, London -
a five-minute walk from Acton Town tube
station

 **Contract:** Full-time hours, TT0 plus 2 weeks -
Permanent contract

 **Start date:** ASAP

 **Salary:** Ark Support Scale- Band 5, Points
5-13 (FTE £28,977 - £32,634)
Pro-rata - £26,564 - £29,510

 **Closing
date** October 31st 2025

 **Interviews:** TBC

Opportunity for an exceptional candidate to support the expansion of a high performing a new Ark secondary school in Ealing.

Ark Soane Academy is a new secondary school in Acton which opened in 2021. We will have 900 students in Years 7- 11 from September 2025. Pupils will be sitting their GCSE exams for the first time and preparing for progression to A- level.

Ark Soane seeks to redefine what is possible in education. Our model is “simplicity delivered expertly”: by delivering an immaculately planned and highly academic curriculum exceptionally well; and by providing our students with a compelling aspiration-raising ethos we seek to transform the future of students in a highly deprived community.

Behaviour at Soane is exemplary enabling you to deliver exceptional lessons. Students are entirely bought- in to the values and ethos of the school and know that they are fortunate to attend a school where the quality of education is exceptional and where love, warmth, respect and the highest standards permeate every interaction. Students are a pleasure to teach and you can always expect a “thank you miss” when students leave your classroom.

We are a community of professionals learning together who believe we can all become exemplary teachers. We have a truly open-door culture where frequent low-stakes feedback is the norm. We value the input of all of our staff and collaborate to ensure the academy continues to improve as it expands. We frequently host teams of domestic and international educators who come to learn from us and help us shape our provision.

Ark Soane Academy is part of Ark, one of the UK’s most successful school groups, with a network of 39 schools in 4 locations across the country.

As a proud member of the network, we offer:

- Twice as many training days as standard.
- Weekly staff training designed to meet the needs of the school.
- Coaching for every teacher.
- Protected co-planning time.
- Access to high-quality, regular professional development.
- Opportunities to collaborate with colleagues across the network.

The role:

In this role you will provide a comprehensive 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 school office team to always uphold the vision and ethos of the school and provide excellent customer service to a range of stakeholders.

You will:

- Share the Ark Soane beliefs, vision and mission and be aligned with the Ark six pillars underpinning it.
- Be committed to Ark’s ethos of high expectations for every student in both academic achievement and personal development.
- Manage behaviour effectively to create a positive, calm and purposeful climate for learning.
- Have the drive, skills and resilient character required to help develop a new school.
- Be reflective about the Academy and committed to securing its continued development.
- Value and support practices driving continued progress across the network of Ark schools.



Job description



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
- Support with school trips efficiently, 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 policy, 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
- Carry out any other reasonable tasks as directed by your line manager
- 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.

For more information about our school, please visit: www.arksoane.org. To arrange a confidential conversation with the Principal about this role, please contact Tabetha Stafford at HR@arksoane.org or phone 020 81615643.

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process which will include questions about safeguarding. This process is outlined [here](#) but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Person specification

Qualification criteria

- Maths and English C+

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

Personal Characteristics

- 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 understanding 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
- to change, improve and develop.
- High levels of honesty and integrity.

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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Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. 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 it occurred. To read more about Ark's safer recruitment process, please click this link.





Ark Soane
Academy

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