



KING SOLOMON ACADEMY

Academy Receptionist and Administrator (Fixed Term Cover)

Candidate Information Brief

November 2026

Dear Applicant,

Thank you for taking the time to find out more about King Solomon Academy in Westminster and the possibility of working here. Included in this brief is information about the academy, Ark (who sponsor the academy) and the role of Academy Administrator/Receptionist.

The academy opened in September 2007 with an intake of two reception classes and now serves pupils from Nursery up to year 13, having opened its 6th form in September 2014. In September 2019 we merged with Ark Paddington Green Academy, and now have over 1300 pupils as a three-form entry school across two sites. Our school is a genuinely all-through community, with the school nurturing and supporting the families it serves over the whole of their education.

KSA is an innovative school with staff willing to do whatever it takes to change our pupils' lives. Ofsted have rated the school as outstanding twice, most recently in May 2013. In 2015, the school achieved the highest GCSE results of any non-selective school in the country, with 93 per cent of pupils achieving 5A*-C grades. Our pupils continue to achieve highly at GCSE and at A Level.

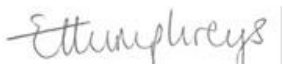
We are committed to high standards of academic excellence for all our pupils and recognise that this requires time and dedication on the part of both pupils and teachers. Due to our high expectations and ground-breaking results, ours is a school which attracts teaching and non-teaching staff who are totally committed to showing what is possible in state education and by doing so change the status quo for pupils born into educational or economic disadvantage.

Our Administrators work as part of a positive and effective operations team who are willing to go above and beyond to support the running of our school and make it possible for our teaching staff to make a difference to our children's lives every day.

To apply, please complete the application form via https://kingsolomonacademy.org/jobs/vacancies.

The deadline is on **20 November 2026.** 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 advised. If you would like any further information or wish to discuss the role, please contact Abi Saleh, PA to Principal on a.saleh@kingsolomonacademy.org.

We wish you the best with your application,



Beth Humphreys
Principal
King Solomon Academy

Job Description: Academy Receptionist/Administrator

Reporting to:	Office Manager
Location:	King Solomon Academy – at Older Years Site (OYS) (Penfold Street, NW1 6RX) though with potential to work at Younger Years Site (YYS) (Crompton Street, W2 1ND).
Start date:	**As soon as possible**
Contract:	Fixed-Term cover until 23 April 2027
Hours of work:	Part Time, 7.30 am to 12 pm Monday to Friday, with unpaid 15-minute break. Term time only
Salary:	**Ark Support Scale Band 5: £31,083 - £34,857 (pro rata amount: £17,638 - £19,780)**

The Role

As the Academy Administrator/Receptionist, you will be the welcoming face of the school and will provide a positive first impression to all visitors, students and staff, and provide general administrative support. This role is based at the Older Years Site, but at times you will be working at the Younger Years Site. Some of the responsibilities below are more specific to one of the sites only but are included in order to show the full range of responsibilities across both sites to allow for flexibility in this role.

Key Responsibilities

- To greet visitors in a friendly and professional manner, issue visitor passes, ensuring they follow the signing in/out and fire safety procedures
- To act as the Academy Receptionist, providing first point of contact for all incoming calls to ensure that they are answered in a timely and professional manner, presenting a positive image of the academy
- To ensure that all phone calls/messages are correctly routed/passed to their intended recipients, or an appropriate member of staff ensuring a quick and effective communication system
- To ensure safeguarding procedures are followed for all visitors, including referring to the single central record and appropriately handling incoming calls and enquiries
- To ensure that queries are dealt with effectively, taking the initiative to identify and handle issues that arise on behalf of the leadership team and others
- To support colleagues with day-to-day administrative tasks
- To work alongside the Office Manager responsible for parent payments to take payments from parents and to follow up on outstanding payments through phone calls and letters.
- To maintain the Outlook diary system for the Academy including room bookings
- To receive deliveries, order lanyards, visitor passes and stationery as well as sorting, distributing & sending post

- To be first aid trained and maintain, monitor and restock the first aid points around the school and track first aid incidents, identifying trends and working with the Assistant Principal for Operations to continually improve the provision.
- To manage pupil medicines, ensuring medicines are in date, are clearly labelled, and safely stored. To liaise with parents requesting that pupils take medicines in school, and to work with the school's lead who oversees pupil medicines.
- To administrate the after-school care provision, including keeping information up to date, managing and tracking bookings and payments from parents, producing registers, and communicating with all stakeholders as necessary.
- To place orders from the school order log and ensure that all stakeholders are kept up to date regarding their orders and related deliveries.
- To oversee all late pupils signing in and compile the late lists, working in conjunction with the attendance officer.
- To ensure daily up to date registers are printed and available in the fire evacuation bag and act as a fire marshal handing these out during an evacuation.
- To work effectively with the academy's site team to ensure deliveries are taken to their destinations swiftly, that contractors are met promptly, and any health and safety issues are dealt with within an appropriate timescale.
- To complete any administrative task ranging from printing to data entry, to letter stuffing as directed.
- To act as front of house during parents' evenings, and to support parents in making bookings for parents' evenings.
- To be knowledgeable about all events taking place in the school and be able to answer parent queries.
- To be open to working at both sites as required by the Academy.

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark 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/Principal.

Person Specification: Academy Receptionist/Administrator

Knowledge, Skills and Experience

- Excellent communication skills, able to handle challenging situations in a tactful, self-assured and professional manner. There may be times when you are expected to deal with unforeseen situations which may require resilience and diplomacy
- Excellent written and spoken English
- Experience of running effective administrative and clerical systems within a school or customer service environment
- Excellent administrative and organisational skills
- Understanding the importance of confidentiality & discretion
- Competent user of a range of ICT applications including Microsoft Office
- Ability to work under pressure in a demanding and busy environment, largely unsupervised
- Professional telephone manner, previous reception work is desirable
- First Aider preferable or willingness to undertake training
- Health and Safety training desirable or a willingness to train

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 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 reliable 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

Qualifications

- GCSE at grade C (equivalent) or above in English and Maths
- Relevant qualifications and a good level of English

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 our academies. In order to meet this responsibility, we follow a rigorous selection process. 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.

Principal: Beth Humphreys



Beth Humphreys graduated from the University of Edinburgh with an MA in English Literature and French and then completed a second Masters' degree in Educational Leadership at The Institute of Education. She joined KSA secondary in 2012 as an Assistant Head and then Deputy Head, leading on curriculum and professional development before she became Head of Primary in January 2017 and Associate Principal. Beth has now been appointed to lead King Solomon Academy as Principal. She is proud to serve our all-through community and is passionate about ensuring our children get the very best start in life anyone could give them.

"We are dedicated to doing whatever it takes to ensure each of our pupils has the chance to attend an academically rigorous university."



Facilities

King Solomon Academy – Older Years Site is based in a combination of purpose-built brand new buildings and a Grade II listed building, which was previously North Westminster Community School.

- Years 5-13
- A multi-use games area with flood lighting for year-round use
- A new sports building with excellent indoor sports facilities and equipment
- On-site catering facilities to provide high-quality hot meals every day

King Solomon Academy – Youngers Years site is set in the beautiful old school buildings formerly known as Ark Paddington Green Primary School.

- Years Nursery – Year 4
- Extensive woodland areas
- Newly refurbished ground floor classrooms and offices, and refurbished staff room and staff work room.
- New Nursery building



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 36 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 that 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.

Ark Safe 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 safe guarding and relationships with pupils.

