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**Academy Administrator Recruitment Pack**

**WELCOME FROM OUR PRINCIPAL**

Welcome to Pimlico Primary Academy, a proud member of Future Academies. I am delighted to introduce you to our exceptional school, where excellence is at the heart of everything we do. Our carefully crafted curriculum and wide range of extracurricular activities are designed to nurture every child's success. With a dedicated and experienced team, we ensure that each pupil receives an outstanding start in life, fully prepared for the next stage of their educational journey.

Located in the vibrant heart of Pimlico, our school benefits from strong partnerships with local charities and organizations, such as Greenhouse Sports and the Pimlico Music Foundation. Sharing our site with Pimlico Academy, our 'sister' secondary school, allows us to offer a seamless transition for pupils moving on to secondary education. Our central location also provides convenient access to London’s renowned museums, green spaces, and galleries, enriching our pupils’ learning experiences with frequent cultural visits.

As Principal, I am immensely proud of our school. Guided by our motto, *libertas per cultum*—‘freedom through education’—we believe that a first-class education is the key to unlocking a lifetime of freedom and opportunity. Our mission is to help children discover and develop their talents, interests, and skills, empowering them to lead rich and fulfilling lives.

Thank you for your interest in the Academy Administrator role. This is an exciting opportunity for an enthusiastic and dedicated individual to join our team and contribute to the continued success of Pimlico Primary Academy. “In this role, you will provide efficient and effective administrative, finance and communications support as a member of our school’s office team. You will promote a professional and friendly point of call to all children, parents and visitors to our school play an essential part in supporting our students’ academic development and personal growth.”

**Future Academies** is passionate about diversity and inclusivity. We welcome applications from individuals who have the skills and experience to fulfil the requirements of the job description and whose values align with the ethos of our academy. We encourage applications from candidates of all backgrounds, regardless of any protected characteristic.

If you believe you have the skills, experience, and qualities we are looking for, we strongly encourage you to apply. We look forward to meeting you and learning more about how you can contribute to our vision.

If you would like to discuss the role in more detail, please do not hesitate to contact **Anna Gillespie, HR Administrator, A.Gillespie@pimlicoprimary.futureacademies.org**

A person with long hair smiling

AI-generated content may be incorrect.Thank you for your interest, and we look forward to receiving your application.

Pav Chandhoke

Principal

**JOB DESCRIPTION**

**JOB TITLE:**  Academy Administrator

**LINE MANAGER:** Pav Chandhoke

**HOURS:**  Full time, typical working pattern will be 08.00 to 16.00

**SALARY:** FTE £30120-£30552 (pro rata £26,136.58-£26,511.45) salary to be confirmed upon appointment, subject to experience.

**PLACE OF WORK:** Pimlico Primary Academy

**RIGHT TO WORK:** This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance

**HOLIDAY ENTITLEMENT:** Support staff – this is a term time role; therefore, your holiday entitlement and pay is incorporated into your salary.

**STAFF BENEFITS:** Future Academies recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits:

* A supportive ethos and concern for the well-being of all colleagues.
* Excellent CPD opportunities and career progression.
* Employer Contributions to Local Government or Teachers Pension Scheme.
* Mintago – employee benefits platform.
* Employee Assistance Programme.
* Access to a Virtual GP
* Eye Care Voucher scheme.
* Partnership with YellowNest -Salary sacrifice childcare.

For further information regarding our staff benefits, please visit our [website.](https://www.futureacademies.org/Work-With-Us/)

**PROBATION PERIOD:**  The post holder will be required to complete a 6-month probation period

**MAIN RESPONSIBILITIES AND TASKS**

Act as the first point of contact for Pimlico Primary, greeting visitors, ensuring that security processes are in place and followed and providing hospitality as appropriate;

Manage the visitor register, getting all visitors to sign in and wear a badge;

To answer calls promptly and politely directing callers to the right person, taking messages and screening calls;

Provide administrative support for school trips, enrichment activities and clubs, including managing payments from parents;

Sort incoming post as soon as it arrives and deliver to appropriate teachers or classrooms;

To keep the reception area tidy informing the facilities team of any health and safety issues;

To maintain school noticeboards in reception and outside the main entrance of the school;

Assist with parents’ evenings;

Any other duties as may be reasonably required by the Office Manager.

**FINANCIAL DUTIES**

Work with the Head of School and other Academy Administrators to ensure that financial administration is carried out efficiently;

Assisting with preparation of orders;

Support with childcare vouchers and ParentPay

**PERSONNEL DUTIES**

Create, maintain and update confidential student files;

Maintain and follow up the school’s pupil absences;

Administer First Aid and medicine to pupils when appropriate

**DATA MANAGEMENT**

Responsible for the use and updating of the school’s information management systems.

**BUILDING DUTIES**

Liaison with Pimlico Academy’s Premises Team regarding use and maintenance of the school site;

Liaise with the Caretaker to ensure that correct procedures are followed when work is undertaken on the premises.

**SUPPORT FOR THE SCHOOL**

To support Pimlico Primary’s commitment to safeguarding children and promoting their welfare at a level appropriate to this role;

Be aware of and comply with policies and procedures relating to health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person;

Contribute to the overall ethos and aims of the school;

Participate in training and other learning activities as required;

Attend and participate in meetings as required;

Assist SLT in collation of pupil data and generation of reports as requested;

Adhere to safe working practises in premises / work areas for which you are responsible;

Ensure that quality of work is of a high standard and complies with current legislation / standards;

Provide a professional and positive role model in terms of personal presentation, timekeeping and behaviour;

Take responsibility for personal professional development, participating in appraisal processes and working towards targets as agreed with the line manager and Head of School;

Any other duties commensurate with the duties and responsibilities of the post;

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties, including playground and lunchtime supervision.

This job description may be updated from time to time to reflect the changes to reception procedures

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application. | | |
| **Criteria** | **Essential** | **Desirable** |
| **Training, Qualifications and Experience:** On their application form, candidateswill demonstrate that they have the following training, qualifications, and school experience: | | |
|  | * GCSE English and Maths to grade C / Level 4 (or equivalent) * Qualified to degree level or equivalent * Excellent communication skills * Experience using schools systems such as BROMCOM * Experience of working in Schools/ Academies |  |
| **Personal and Professional Qualities and Attributes:** In their statement of suitability and during the selection process, candidates will demonstrate the ability to: | | |
|  | * Excellent IT skills, including Microsoft packages * Ability to deal calmly, professionally and effectively with a diverse group of people at all levels both within and outside the Trust * Tact, diplomacy, discretion and confidentiality at all times * Ability to work to and achieve tight and /or changing deadlines * Excellent organisational skills, ability to prioritise work for self and others * Excellent team skills and the ability to network effectively |  |
| **Additional Requirements:** In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements | | |
|  | * The ability to remain discreet when privy to confidential information * Commitment to safeguarding and promoting the welfare of children and young people * Willingness to undergo appropriate checks, including enhanced DBS checks * Willingness to undertake further training * Have a willingness to demonstrate commitment to the Future Academies values and behaviours.   Committed to Equality, Diversity & Inclusion |  |

**WHAT WE OFFER YOU?**

**1**

**Colleagues who care about the children they serve and each other.**

**2**

**A curriculum that is centrally resourced and locally owned.**

**3**

**An evidence-based hybrid CPD offer, striking balance between central input and local tailoring to context.**

**4**

**Bespoke leadership development opportunities with the chance to be involved in a year-long programme including executive coaching.**

**5**

**A thoughtfully crafted staff benefits offer through our partner, Mintago, including tax-free childcare, cycle to work vouchers, virtual GP access and much more.**

**6**

**A two-week October half term with no reduction in holidays elsewhere.**

**7**

**Integrated instructional coaching through StepLab, enabling feedback, which is timely, developmental, and low stakes.**

**8**

**Access to a generous enrichment fund, outside of the school funding envelope, through a bidding process to our charity sponsor, Future.**

**9**

**We lean into the size of our MAT. With ten schools, we are small enough for you to know everybody, and big enough for you to lean on them for support.**

**We treasure staff voice and use SchoolSurveys to get benchmarked data on how our staff feel and what they think. 83% of staff feel their line manager make them do their job better, against a contextual benchmark of 69%.**

**10**

**APPLICATION PROCESS**

1. **Applying for the role**

* To apply for the post, please visit our website.

[Vacancies - FaceEd (face-ed.co.uk)](https://futureacademies.face-ed.co.uk/vacancies)

* Applicants should complete the online application form via FaceEd. Applicants should also complete the ‘Personal Statement’ section of the online form to the best of their ability and use this section to demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.
* Applications must be received no later than **Tuesday, 25 March 2025** Applications after this date will not be considered.

1. **Interview Process**

* The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.

1. **Notification & Feedback**

* Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.
* Unsuccessful candidates will be given the opportunity to receive professional feedback.

1. **Taking up the post**

* The successful candidate will take up the post as soon as possible.

1. **Additional information**

* For further information please email [HREnquiries@futureacademies.org](mailto:HREnquiries@futureacademies.org) and a member of the HR team will contact you.

1. **Safeguarding**

* As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An ‘Enhanced Disclosure and Barring Service’ check and a ‘Barred List’ check is required for this role.