

# ADMINISTRATIVE OFFICER

## Harris Academy Battersea

Grade 3 (inner London) - £31 086 to £31 530 (full time annual salary) + Performance and Loyalty Bonus + Harris Wellbeing Cash Plan + Additional Harris Benefits

**Core Hours:** 8:00am-4:00pm, Fixed Term until 20/07/2026

For a confidential discussion about this post with the Head of Academy, more information or to arrange a visit, please contact the school on 020 7622 0026 or [m.vlaykova@harrisbattersea.org.uk](mailto:m.vlaykova@harrisbattersea.org.uk)

Please visit [www.harriscareers.org.uk](http://www.harriscareers.org.uk) to apply online and submit your application. Shortlisted candidates may be asked for additional information before interview invitation.

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# Harris Academy Battersea

## Dear Candidate

Thank you for expressing an interest in the post of **Administrative Officer**. Our Administrative Officer will support with **Attendance, Behaviour and Sixth Form administration**. They will work closely with staff, students, and families to ensure high standards of organisation, communication, and support across these key areas.

If you are **passionate about young people, highly organised, and motivated by making a meaningful difference**, and are looking for an opportunity to grow, inspire, and develop within a forward-thinking school community, this could be the role for you.

The development of our students academically, personally, and professionally is at the heart of everything we do at **Harris Academy Battersea**. Our values of **Knowledge, Integrity, and Resilience** shape our culture and underpin the expectations we set for ourselves and our students. Our **Administrative Officer** will play a key role in championing our vision and mission — *“We develop aspirational young people to thrive in a changing world”* — ensuring this is reflected in our daily interactions and communications.

If you share our values, have high aspirations for young people, and want to be part of a team committed to transforming lives through education, we will warmly welcome your application.

Yours sincerely

**Steven Hinz**  
**Head of Academy**

# Our Academy

Harris Academy Battersea is a mixed state secondary school serving a truly comprehensive community in the heart of London. We are an Ofsted 'Outstanding' school with a track record of delivering fantastic outcomes year on year for our students. In 2023, [Ofsted visited the academy and judged us as remaining 'outstanding'](#), commenting on our "highly ambitious curriculum", the "exceptionally high quality of education" provided and noted that "behaviour in the school is very strong". Nevertheless, we are extremely ambitious for our school and as we seek to continue to grow and develop, we are looking for more brilliant people to join us.

Our Academy is centred on the [values](#) of **Knowledge, Integrity and Resilience** and these underpin the way we work for both students and staff. Our staff are inclusive, diverse and committed to our mission: we develop aspirational young people to thrive in a changing world.

HABS offers a broad, academic and challenging curriculum founded on six key curriculum aims:

- To develop deep, long-lasting knowledge
- To develop students into accomplished readers, writers and orators
- To provide experiences within and beyond the classroom that enrich learning and ensure students can make informed choices about their futures
- To equip students to challenge injustice in all its forms
- To enable students to understand how they learn
- To support students to reflect on their choices and values to improve themselves and their community

These aims underpin all elements of our curriculum, and **we see our core academic curriculum and wider personal development curriculum as intrinsically linked**. All staff at the Academy contribute to the personal development of our students through their roles as tutors and through their contributions to the wider life of the academy.

A thriving school can only function with fantastic staff, and our vision is to make teaching at HABS both **enjoyable and sustainable**. The wellbeing of staff underpins every decision we make, and we seek to ensure that every member of staff can enjoy a work-life-balance enabling them to bring their best to work each day.

At HABS, **professional growth and development** is central to our mission. Our professional development motto is 'improve, not prove' and leaders are relentlessly focussed on supporting staff in getting even better through a wide range of internal and external training opportunities.

As a part of the [Harris Federation](#), all staff in the Academy benefit from being part of our network of more than fifty primary and secondary academies across London. Vibrant networks of subject experts meet regularly and teachers can access bespoke support from our central teams of consultants.

For more information about what we do and who we are, we encourage you to visit our website [here](#) as well as our careers page [here](#) and explore!



# Job Purpose

- To work within the Academy's Admin Office undertaking Reception, Behaviour, Attendance and other administrative duties.
- To support with Sixth Form Admission Process

**Responsible to:** Vice Principal / Assistant Principal ?

**Liaise with:** Senior Leadership Team, other school leaders, pastoral support staff and relevant staff with cross-school responsibilities, teaching/support staff, external agencies and parents.

## Main Areas of Responsibility

- Implement educational visits
- To complete first day of absence calling for all students who are absent, recording reasons for absence, providing the Head of Academy with absence reports
- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors, dealing with parental and visitor enquiries and supporting student enquiries (covering reception duties upon absence)
- Provide first aid/welfare support, looking after sick pupils, liaising with parents/staff etc
- Provide general clerical/admin support e.g. photocopying, filing, e-mailing, completing various forms, responding to routine correspondence
- Maintain manual and computerised records/management information systems
- Produce reports/lists/information/data as required
- Undertake typing, word processing and other IT based tasks e.g.
- Assist in maintaining/collating pupil files and reports
- Provide timely and effective operation of administrative support to the Office Manager / SLT / Head of Academy
- Assist the Academy by maintaining good relationships with pupils, staff, parents/carers, governors, contractors, representatives and external agencies in order to promote the objectives of the School
- Other duties as may reasonably be requested by the Office Manager / SLT/ Head of Academy

## Other Duties

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term
- To participate in training and other professional development learning activities as required.
- To promote equal opportunities and celebrate diversity in all aspects of the academy.

- To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To support and attend academy events such as Open Evening.
- To promote actively the academy's corporate policies.
- To adhere to the academy's Dress Code.
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies.
- To be aware of and comply with all academy and Federation policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title

# Person Specification

Area	Essential
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to relate well to children</li> <li>• Flexibility and ability to respond to multiple demands and to prioritise</li> <li>• Ability to work well with colleagues and parents</li> <li>• High level of adaptability to changing demands</li> <li>• Work constructively as part of a team</li> <li>• Ability to plan and organise work to meet varying deadlines</li> <li>• Ability to work on own and take initiative</li> <li>• Strong written and verbal communication skills</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Delivering a high-quality service</li> <li>• Range of general administrative duties</li> <li>• Good ICT skills and experience, including Word, Excel, and management information systems</li> <li>• Working with children of relevant age</li> </ul>
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of general education, including literacy and numeracy skills</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• High degree of professionalism</li> <li>• High level of initiative and enthusiasm</li> </ul>

- Calm and steady manner
- Strong commitment to education and pupils
- Positive role model for pupils
- Taking personal responsibility and commitment to providing a quality support service
- Methodical and organised
- Commitment to own continuous improvement and development
- Acceptable professional appearance at all times
- Maintaining confidentiality on Academy matters.

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

1. Equal Opportunities
2. Health and Safety
3. General Data Protection Regulations (2018) and Data Protection Act (2018)
4. Safeguarding children

# Applying For The Position

We encourage you to apply as soon as possible as we may interview and offer to a candidate before the closing date. Please note that we only accept applications submitted before the closing date via our careers website.

Thank you for your interest in the Harris Federation. We look forward to receiving your application.

## Before You Start Your Application

Please remember to check your junk mail folders for our email communications and add us to your safe senders list to ensure all future email communication is received. This is important to ensure you are kept up to date on the status of your application and to avoid delays in the recruitment process.

To submit an application, you'll need to have ready:

- Personal information about you
- Details of your education and employment history
- Details of any qualifications and training gained
- A CV and/or supporting statement to upload

## Help and Support

For our Help and Support completing your application, visit [www.harriscareers.org.uk](http://www.harriscareers.org.uk)

## Safeguarding Notice

The Harris Federation and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our **Policy Statement on the Recruitment of Ex-Offenders**.