



**Ernest Bevin Academy**  
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Part of United Learning

## Candidate Application Pack

# Administrator

START DATE: September 2026



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Dear Candidate

Thank you for your interest in Ernest Bevin Academy, as we enter our Centenary year, it's a really exciting time to join us. My vision is ambitious: for Ernest Bevin Academy to be recognised as one of the top boys' schools in the country. We will achieve this through a combination of academic excellence with a culture built on high expectations, strong relationships and a relentless belief in every student's potential.

As an inner-London community school, our pupils reflect the diversity of the local area with nearly twice the national average proportion of those who qualify for Pupil Premium. Therefore, all staff at the academy are driven by a strong mission to provide educational excellence to every single student.

Our values of Ambition, Perseverance, and Unity sit at the heart of everything we do. Ambition for our students to achieve their full potential. Perseverance to support students to overcome challenges and keep moving forward. Unity to support and inspire one another. We want every young person who joins us to flourish – academically, personally, and socially – leaving Ernest Bevin confident, resilient and ready to make a positive difference in the world.

We pride ourselves on ensuring that every member of staff is supported to also be the very best that they can be in whichever role they have in our academy. We have a number of core benefits which include competitive rates of pay when compared to the maintained sector; access to a contributory pension scheme relevant to your role; access to a Health Cash Plan; Westfields Rewards scheme; enhanced parental leave policies; and tailored Continuous Professional Development (CPD) for every role.

I look forward to meeting you in person.

Damola Ademolake,

**Principal**



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## Working at Ernest Bevin Academy

We are proud to be part of United Learning Trust, our schools work as a team and achieve more by sharing than any single school could. Our subject specialists, group-wide intranet, own curriculum, and online learning portal all help us share knowledge and resource, helping to simplify work processes and manage workloads for an improved work-life balance.

As a Group our staff are better rewarded: with good career opportunities, benefits, and ultimately, the satisfaction of helping children to succeed. We invest in our staff wellbeing, it's our core ethos we call 'the best in everyone'.

Central Office staff work closely with schools, offering a wealth of expertise to underpin our knowledge. The specialist departments, including HR, finance, technology, strategy and performance, estates, and marketing, work alongside dedicated school improvement teams.

### **Committed to having a diverse and representative team**

We welcome applications from everyone committed to our ethos and would particularly welcome applications from black and minority ethnic candidates, who are currently under-represented in the Group as a whole. We always appoint on merit.

### **Flexible Working**

At United Learning, we value the dedication, professionalism and hard work of our teachers, support staff and school leaders, and strongly believe that everyone should



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be able to do their job without sacrificing a family life or compromising their well-being. We are committed to encouraging and enabling flexible working opportunities

throughout our schools wherever possible and will support employees seeking to work more flexibly.

Find out more about working with us at <https://www.ernestbevinacademy.org.uk/work-with-us>.



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## Job Summary

**Job title:** Administrator

**Location:** Ernest Bevin Academy, Tooting, London.

**Salary:** United Learning Support Staff Pay Scale

**Work Pattern:** 37.5 hours a week, TTO, 39 weeks

**Reports to:** Executive Assistant

## Role Summary

To be responsible for office organisation and to provide a strong administrative support service. Show creativity in managing and maintaining school office systems.

To support the Executive Assistant, Senior Administrator and in all administrative aspects of school functioning.



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## **JOB DESCRIPTION | Administrator**

### **Key Responsibilities of the Post (not exhaustive):**

#### **Responsibilities:**

- Day to day running of the front office and reception, including answering the phones and receiving visitors, sorting and distributing post.
- Carry out ad hoc office admin duties such as liaising with parents and pupils with regard to queries, parent pay, free school meals and other similar day to day school functions.
- Liaise with LA, parents, Heads of Year and SLT to ensure changes to FSM pupils are accurately reflected on Arbor. Liaise with Heads of Year to encourage the maximisation of FSM applications amongst eligible students.
- Manage and maintain all aspects of FSM data and liaise with catering as required (i.e. updating LA systems if needed).
- Compose and create appropriate letters to parents when required on a whole school basis.
- Manage the 'Equipment Shop' from the front office, assisting pupils with purchase where required.
- Support the Executive Assistant & Senior Administrator with the administration of admissions (where required).
- Support the Executive Assistant & Senior Administrator with the administration of detentions as required.
- Support the Executive Assistant & Senior Administrator with the administration of school events.
- Assist in the organisation of school trips/events in cooperation with other staff. Ensure that staff and external providers (e.g. coach companies) have completed all associated risk assessments.
- Collate internal requisition forms, ensure appropriate authorisations have been completed and liaise with the Executive Assistant/Finance Team to raise relevant purchase orders.
- Manage deliveries that come in to the front office and liaise with staff to collect these.
- Ensure finance paperwork is correctly collated for processing by the Finance Team.
- Support students who feel unwell and liaise with parents on student health matters.
- Co-ordinate vaccination visits including consent forms.
- Register late students in the absence of the Attendance Administrator.
- Carry out lunch and break duties as required as part of the role.
- Carry out First Aid duties as required as part of the role.



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- Participate in training and other learning activities as required.
- Undertake relevant training as required to support the functions of the post and to enhance personal development.
- Manage school reprographics and ensure printing is completed in timely manner.
- Attend meetings as and when required.
- To cover reception as required.
- Undertake any other duties as specified by the Principal and Vice Principal.

### **Child Protection**

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by ULT and the Academy's safeguarding policy.

### **Performance Development**

- To take part in the Academy's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas.
- To actively engage in the Performance Management Review process.

### **Academy Policy**

- To help implement Academy quality procedures and to adhere to those.
- To communicate effectively with the parents of students as appropriate.
- To follow agreed policies for communication in the Academy.
- To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools.
- To attend meetings.
- To follow Ernest Bevin Academy policies.

### **Personnel**

- To work as a member of a designated team and to contribute positively to effective working relations within the Academy.

**Other:**



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- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To deputise in the absence of the Senior Administrator.
- Be aware of and support diversity and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

This job description is not intended to be all-inclusive, and the successful candidate is expected to be flexible and proactive in meeting the needs of the school and willingly undertake any further duties required that are commensurate with the role.

**This post is subject to an enhanced DBS disclosure and the post holder must be committed to safeguarding the welfare of children, and positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the United Learning Equal Opportunities Policy and Code of Conduct.**

**Notes:**

The job description may be amended at any time through discussion between the post-holder and the Principal, and will in any case be reviewed annually as part of the Performance Management Process. In reviewing the job description account will be taken of:

**The successful candidate should carry out professional duties in accordance with and subject to conditions of employment as set out in their contract.**



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## Person Specification – Administrator

The selection panel will base its selection process on these criteria. At each stage of the process, the panel will assess the merits of each application to determine how far the criteria have been met.

	Essential	Desirable
<b>Qualifications/Training</b>		
Good general education including GCSE (or equivalent) in Maths and English at Grade C or above	X	
Excellent numeracy/literacy skills	X	
<b>Knowledge and Experience</b>		
Comprehensive understanding of administrative work practices and their application	X	
SIMS/Arbor or other MIS knowledge and good understanding of MIS systems	X	
Recent experience of working in the education sector		X
<b>Skills</b>		





Strong IT skills including use of Word, Excel, Outlook and database entry	X	
Able to handle volume of work and work effectively under pressure	X	
Able to work quickly and accurately to deadlines	X	
Able to organise, plan and prioritise own workload	X	
Attention to detail and good analytical skills	X	
Good oral and written communication skills	X	
Provide advice, guidance and support	X	
<b>Qualities and Attributes</b>		
Proven ability to work on own initiative and make decisions	X	
Proven interpersonal and communication skills to deal effectively with all stakeholders	X	

