



Olive Academies

Administration Officer

Olive Academies Trust

- £34,048 - £38,874 FTE including Outer London Weighting
- Contract: Full-time or term-time plus four weeks
- LGPS pension scheme
- OA benefits package

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To arrange an informal discussion or to visit us,
please phone 01708 982624

Olive Academies is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. To this end, both an Enhanced Disclosure and Barring Service check and a Barred List check are required for this role. We particularly welcome applications from under-represented groups.

About Olive Academies

Established in 2013, Olive Academies is a growing multi-academy trust, specialising in alternative provision. Comprising seven provisions in London, Kent and East of England, we provide education to children and young people between 7 and 16 who have been excluded, or are at risk of exclusion, from a mainstream school, and those who are unable to attend mainstream school due to medical needs.

We believe that every child and young person has right to learn and the ability to achieve. Our mission is to provide our pupils with creative, nurturing and inspiring learning opportunities which re-engage them in learning and transform their lives. This is reflected in our core values, which underpin everything we do:

- Conviction: everyone has the capacity to reach their potential
- Determination: not giving up on those who have not experienced success in their lives
- Ambition: all challenges can be overcome, and education is an important lifelong journey
- Reflection: learning from experiences and developing a capacity to improve further

In addition to our school-based provision, we support mainstream schools with outreach and specialist expertise – working towards our objective of preventing exclusions.

We employ over 120 members of staff, who all contribute to the success of our academies and the OA network as a whole. From teachers, trustees and senior leaders to administrators and support staff, everyone has a crucial role to play.

We truly value our staff and care about the support and development opportunities that are in place to help individuals fulfil their role. We actively encourage continuous professional development (CPD) and support our staff to participate in CPD activities, as well as providing a bespoke career pathway programme. We offer flexible working arrangements, provide numerous wellbeing initiatives and a well-rounded benefits package.

Working in alternative provision can be challenging but is also incredibly rewarding; this is your chance to play a part in improving the education and lives of some of the most vulnerable children and young people in the country.

If you have the experience and enthusiasm to join us on our journey, we would love to hear from you.

Thank you for your interest.

Mark Vickers MBE

Chief Executive Officer



"I have never worked anywhere like Olive. **Staff work as a collective** and there is **so much support and enthusiasm** to make THE difference. I see colleagues caring so much and they have a relentless drive to support students."

"The education we provide is **so much more than a subject**. For some of our young people we are the only constant trustworthy adult in their life."

"Knowing that **we can make a difference** to the pupils when they have been failed in other settings is **hugely motivating**. The look of pride of a 14 year old's face when he realises he can read is amazing and then hearing from others how this really has opened up a curriculum for him is **something I had never experienced before**."

"Everyone's **ideas and experience is genuinely valued**, no matter your role."

"I like having to **think outside of the box** and **adapt my ways of working**, whether that's teaching phonics whilst playing with small world or practising times tables when playing football! I enjoy every day at Olive."

Job description

We are looking for an Administration Officer to provide support to Olive Academies (OA) executive headteachers, the facilities and infrastructure manager as well as various departments within the trust's central team and to assume the role of the first point of contact for all visitors and all telephone enquiries made to the OA central team office.

Key responsibilities of the role:

- oversee full diary management including travel and hotel arrangements as necessary
- monitor and submit any relevant claim for travel or out-of-pocket expenses including the collation and preparation of credit card summaries
- create documents required by the executive headteachers including presentations, reports and correspondence
- provide support for meetings including all organisation and minute taking as required
- contribute to maintaining a safe, professional working environment at the OA central team office in line with the H&S policy
- act as the fire marshal and first aider for the central team office
- support the smooth running of front-of-house during office hours, welcoming visitors and managing room bookings, receiving telephone calls, taking messages and redirecting as necessary as well as managing and distributing postal deliveries etc.
- provide cover for the executive assistant and other admin colleagues in times of absence and holiday periods
- arrange travel and accommodation for the central team as required
- produce all photocopying, meeting packs and materials as and when required
- complete filing, binding, and scanning documents on file and electronically
- order and maintain office supplies and stationery
- complete diary management for the central team, scheduling meetings as needed in person or remote, booking meeting rooms, sending remote/Teams invites
- produce agendas when needed
- order lunches and refreshments as and when required
- attend SLG meetings and take actions when requested
- maintain visitors' safeguarding administration
- provide a full admin support to the facilities and infrastructure manager
- arrange the distribution and collection of any IT equipment for central staff
- support with compliance by monitoring training records and sending reminders for renewals
- arrange termly H&S leads meetings on behalf of the facilities and infrastructure manager
- work alongside finance to assist in asset checks monitoring and reporting including the annual physical checks
- assist with procurement administration and compiling quotes for prospective purchases
- liaise with the facilities and infrastructure manager to monitor GDPR requirements
- provide high-quality administrative support to the central team across HR, recruitment, and wider operational activities

- maintain accurate and up-to-date staff records and systems, ensuring compliance with trust policies and data protection requirements
- support recruitment and onboarding processes, including coordination of interviews, candidate communications, and induction arrangements
- assist with the organisation and administration of internal and external audits, particularly in relation to recruitment and safeguarding
- ensure central systems and trackers (e.g. staff directory, absence, holidays, and wellbeing) are maintained and regularly reviewed for accuracy
- support the administration of key HR processes, including contractual changes, annual updates, and employee lifecycle activities
- act as a central point of coordination for HR-related administration, including managing shared inboxes and responding to routine queries
- liaise effectively with other internal teams (e.g. HR, finance, comms, and academies) to ensure consistency and accuracy of information across platforms
- provide general administrative support to the central team, including arranging meetings, preparing documentation, and taking minutes where required
- contribute to the continuous improvement of administrative processes, systems, and templates to enhance efficiency and consistency across the trust
- work with suppliers to secure value for money and raise purchase orders
- monitor small budgets/track spend for directorate activities and events, providing simple reports as required
- track and prepare expense reports/claims when requested
- demonstrate commitment to OA's vision, values and principles of equality, diversity and inclusion
- demonstrate commitment to safeguarding and promoting the welfare of children and young people; all posts are subject to an enhanced DBS check

Note: The duties above are neither exclusive nor exhaustive and the post holder may be required by the office manager to carry out appropriate duties within the context of the job, skills and grade

Person specification

Measurements: A = Application, I = Interview, R = Reference, T = Task

Qualifications and training

Level 2 English and Maths (or equivalent)	A	Essential
First Aid training	A	Desirable
Evidence of CPD and recent training which enhances administrative practice	A	Desirable

Experience

Evidence of working in an office environment	A	Essential
Experience of working collaboratively with others	A, I	Essential
Experience of working in a school environment	A	Desirable

Knowledge

Detailed knowledge of IT systems; competent user of Office 365 (Word, Excel, SharePoint), computerised accounting systems and Management Information Systems	A, T, I	Essential
An understanding of disadvantage and working in challenging environments	A, I	Desirable
Knowledge of purchase ordering	A, I	Desirable
Knowledge of academy's safeguarding procedures	A, I	Desirable

Skills and abilities

Strong analytical, strategic, interpersonal and thinking skills	A, T, I	Essential
Ability to work under pressure and prioritise effectively	A, T, R	Essential
Excellent writing skills and numeracy skills - with excellent attention to detail	A, T, I	Essential
Proficient in the use of Microsoft Suite package	A, T, I	Desirable

Personal aptitudes

Personal and professional resilience in the face of challenging situations	A, I, R	Essential
Self-motivated, productive, diligent and thorough	A, I, R	Essential
Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the academy	A, I	Essential
Commitment to own personal and professional development	A, I	Essential
Empathy with the needs of children	A, I	Essential
Commitment to the safeguarding of vulnerable young people	I	Essential
Commitment to the vision, values, aims and objectives of Olive Academies	A, I	Essential
A personal commitment to promoting inclusion, diversity and access	A, I	Essential

Transform young lives with Olive Academies Trust

Thank you for your interest in working with Olive Academies.
We look forward to receiving your application.

[Find out more and apply.](#)

[f](#) [in](#) [t](#) [oliveacademies.co.uk](#)