

# join us

Office Manager

Closing date: 20<sup>th</sup> August 2025  
Interviews: WC 26<sup>th</sup> August 2025





## Headteacher's welcome

Thank you for your interest in Archer Academy. This pack is intended to give you information about this exciting role and our school's vision and ethos. Further information is available on our website and I would also encourage you to explore the school's social media channels.

As Headteacher one of my greatest responsibilities and priorities is the recruitment and development of staff. At Archer Academy, we want to go beyond our Ofsted outstanding rating and to do that, of course, we need an exceptional, fulfilled staff team. I ask a lot from my staff, but in return I promise extensive support and development opportunities, and the space and freedom to extend your skills which would be hard to find elsewhere.

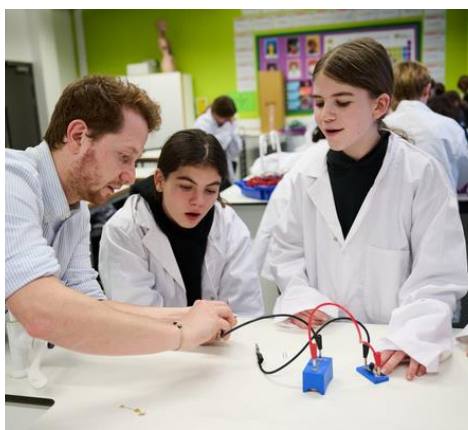
Our vision for Archer Academy is rooted in our desire to provide an outstanding, inclusive and aspirational education for our students that will prepare them for adult life. We are consistently placed in the top 10% of schools nationally and were graded outstanding in all areas by Ofsted in 2019.

Archer Academy is a popular, co-educational school and is significantly over-subscribed with applications each year. We are a year 7 - 11 school and have a strong 6th form partnership with Woodhouse College. We offer exceptional opportunities for staff and students.

This is undoubtedly an exciting time to join Archer Academy. We very much look forward to hearing from you and thank you for your interest in our school.

Lucy Harrison  
Headteacher





## WHY JOIN OUR SCHOOL?

1

### High aspirations for staff and students

Our school is a place where every member of the community is supported and challenged to do their best. We have created a can-do culture in which staff are encouraged to be creative, try new ideas, and take a few risks, with the safety net of a supportive SLT. And we encourage students to be brave, get stuck in, and lean into every opportunity we offer. We help everyone open doors for the future – whilst making sure they enjoy the here and now.



Working with the Head is an absolute joy. She listens and is receptive to ideas. And it's clear that the SLT's goal is not just that students achieve their very best, but staff as well.

**Director of Maths**

2

### Extensive CPD opportunities

The value we place on our staff means we prioritise their personal and professional development. We offer a wide-ranging CPD programme, including partnerships with external organisations and a clear internal mentoring process, led by a designated member of SLT. We love it when our staff stay and grow with us, while also celebrating with them when they find new opportunities elsewhere.



Community is a big thing here, and a lot of time is taken to discuss how to improve the experience of staff members and make it a lovely place to work. We feel the impact all the time.

**Director of Social Sciences and Personal Development**



3

### A strong focus on staff wellbeing

Our school is a happy community, and that doesn't happen by accident; we work hard to make it, and keep it, that way. Our Wellbeing Committee meets regularly to explore ways to make life better for us all, and our wellbeing offer includes sabbatical opportunities, free weeks and a specialist staff wellbeing platform. We are also open to flexible working, with a number of part-time staff, and are continuing to evolve the flexibility we can offer.

4

### A supportive environment and culture

Our campus school set-up has allowed us to create two distinct atmospheres that match our students' life stages. Lower School is home to years 7, 8 and 9, allowing our younger students to find their feet in a caring, supportive and creative space. Upper School has a more college-like atmosphere, with a greater focus on scholarship and individual study, and more adult-to-adult relationships between staff and students.

5

### A rich, imaginative curriculum with excellent outcomes

We have designed a curriculum that blends subject specialism with the richness of wider learning and skills, and offers the chance to explore knowledge and skills that go beyond the national curriculum. We are fiercely proud of the achievements of our non-selective students, which place us consistently in the top 10% of schools nationally. They are a testament to both the environment we have created and the professionalism and determination of our staff team.



Leadership is exceptional. The headteacher's clear, unwavering vision focuses on supporting pupils' high achievement across the curriculum. Leaders at all levels are very skilled.

**Ofsted 2019**



## WHY YOU SHOULD CHOOSE ARCHER ACADEMY

Archer Academy puts staff wellbeing at the heart of school life. Ensuring all staff members are equipped with the conditions to thrive personally and professionally lies at the centre of our school. Because our staff are well supported, students are able to achieve the very best, make excellent progress, and enjoy a plethora of experiences and opportunities throughout their journey at our school.



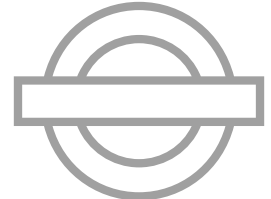
CPD PACKAGE FOR  
LEADERSHIP AND  
PROGRESSION



PENSION SCHEME



WELLBEING  
COMMITTEE



EAST FINCHLEY TUBE,  
FREE PARKING AND  
CYCLE SCHEME



STUDENT PLACES FOR  
CHILDREN OF STAFF



EMPLOYEE ASSISTANCE  
PROGRAMME



ADDITIONAL LEAVE/  
SABBATICAL  
PROGRAMME



FLEXIBLE WORKING  
POLICY

[FULL DETAILS OF STAFF WELLBEING POLICY AVAILABLE ON WEBSITE](#)

The quality of teaching is routinely strong. This, combined with an effective curriculum and pupils' excellent attitudes to learning helps pupils to succeed. Teaching is characterised by a strong focus on academic content. Teachers plan lessons that stretch pupils' understanding.



Ofsted,  
2019



# OVERVIEW

To be responsible for the efficient and effective running of the main admin office by providing an administrative service to the senior leadership team and staff. To ensure that there is an efficient and responsive reception service provided for staff and visitors to the academy. To set the standard for and control the quality of communication with parents, governors and visitors.

## MAIN DUTIES

### Management of staff

- Overall responsibility for the management of the staff in the admin office and reception area ensuring that they are motivated, engaged and challenged in their work
- Ensure that staff employed in the admin office and reception adhere to academy policies and procedures
- Monitor performance of office staff and undertake performance management reviews including the identification of training needs
- Organise the staff, ensuring that reception is adequately staffed across the working day.

### Ensure efficiency and effectiveness of Main Office

#### Customer Service

- Oversee the efficient organisation of main reception, including use of the telephone system and reception of visitors
- Act as quality controller for all letters and documents produced in the main office and to proof-read and amend documents produced by other administration areas as necessary
- Ensure the efficient maintenance of the academy files and information system (sims) and the email directory
- Deal with more complex reception/visitor matters

#### Administration

- Monitor the quality of the work delegated to other members of the admin team ensuring quality standards are maintained.
- Manage the delivery of major or irregular projects including the allocation of individual tasks to other members of the entire admin team.
- Monitor the correct use of the school records and information systems
- Provide detailed analysis and reports as required
- Produce and respond to complex correspondence
- Manage complex administrative procedures
- Responsibility for completion and submission of complex forms, returns etc. including to outside agencies e.g. DfE
- Assume a major responsibility for the organisation and administration of all major school functions including Secondary Transfer, Open Evening and Prize Giving Evening
- Completion of statutory returns to the DfE, including the school census
- Provide proactive administrative support to members of SLT including, for example, support for enrichment, curriculum planning, revision resources, exams, admissions and transition.

#### JOB DESCRIPTION

Office Manager

#### LINE MANAGER

Director of Finance and Operations

#### SALARY SCALE

Point 20 – 25

£13,297- £14,276 (actual)

#### CONTRACT STATUS

Part time Permanent

#### START DATE

September 2025

## Communication

- Ensure that timely and appropriate communication is disseminated to students and parents
- Respond to queries and provide communication across a range of different media.

## Student Liaison

- Oversee the efficient organisation of Student Reception, School Comms and the generation of reports for the academy and outside agencies.
- Oversee the recording of student absence, analysing and reporting as necessary
- Ensure effective distribution of reports to parents, as necessary
- Ensure the effective organisation and administration of Academy Learning Review Days, Parent Consultation evenings and other parent meetings.
- Manage the annual student data collection process.

## General

- Ensure that confidentiality, where necessary, in matters relating to the academy, staff and students is maintained at all times
- Promote a positive image of the academy within the community
- Oversee the maintenance of stationery stock at a satisfactory level
- Ensure the smooth implementation and effective use of the academy document management system
- Oversee and ensure the effective organisation of arrangements for the start of each academic year as appropriate
- Responsibility for the arrangement of facilities for meetings and interviews i.e. room bookings and hospitality

## Responsibilities

- Adherence to school policy on equality and diversity
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals
- Participate in training opportunities and professional development as required

## Health & Safety

- Ensure a safe and healthy environment is maintained
- Ensure that all main office staff are aware of the academy code of practice for fire and other emergencies and their own responsibilities and duties in case of emergency



I love being part of the Archer community as I feel a sense of belonging. It is wonderful to be greeted with a smile every day. As teachers, we all have unique talents and skills that we are good at. I feel our work at Archer is meaningful and what we do makes a difference for others, this gives motivation for us to keep doing it even though there may be times when the going gets tough.

Miss Ashraf, art teacher



## PERSON SPECIFICATION

Core skill/attribute	Essential	Desirable
Experience	<p>Experience of a school or similar environment</p> <p>Knowledge of Sims or similar school information management system.</p>	<p>First aid qualification</p> <p>Management of teams</p>
Personal competencies and qualities	<p>Ability to undertake a wide range of administrative tasks.</p> <p>Ability to absorb information readily, quickly and work under pressure.</p> <p>Ability to prioritise and meet deadlines.</p> <p>Ability to respond to changes in priorities as a result of events.</p> <p>Ability to respond effectively to staff, outside agencies, suppliers and the general public at all levels in person and on the telephone</p> <p>Excellent oral, written and numeracy skills</p> <p>Ability to maintain a professional manner at all times</p> <p>Ability to work well individually and as a team leader and member.</p> <p>Sound understanding of confidentiality</p> <p>Good ICT skills</p> <p>Ability to relate well with students and parents and maintain professional boundaries</p> <p>Reliable and trustworthy</p> <p>Willingness to engage in further training as required</p>	



## ALL MEMBERS OF THE ARCHER ACADEMY STAFF ARE EXPECTED TO:

- Actively contribute to the wider life of the school.
- Undertake professional development as agreed with school leaders.
- Perform additional duties and tasks required for the effective operation of the school as directed by the Headteacher.
- Attend the school's annual Open Evening.
- Be aware of and comply with policies and procedures relating to child protection, health and safety regulations, security and confidentiality, reporting all concerns as appropriate.
- Contribute to the overall ethos and aims of the school.
- 

## REVIEW ARRANGEMENTS

The details contained in this Job Description reflect the content of the job at the date it was prepared.

It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Headteacher will expect to revise this Job Description from time to time and will consult with the post holder at the appropriate time.

## EQUALITY AND DIVERSITY

The Archer Academy is also committed to promoting equality and diversity, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community.

## SAFEGUARDING

The Archer Academy is committed to safeguarding all children. Candidates must be suitable to work with children and young people.

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and a criminal record disclosure will be required prior to appointment- DBS/CRB check.

Notwithstanding the detail in this job description, the jobholder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the principal responsibilities of the job.

# HOW TO APPLY

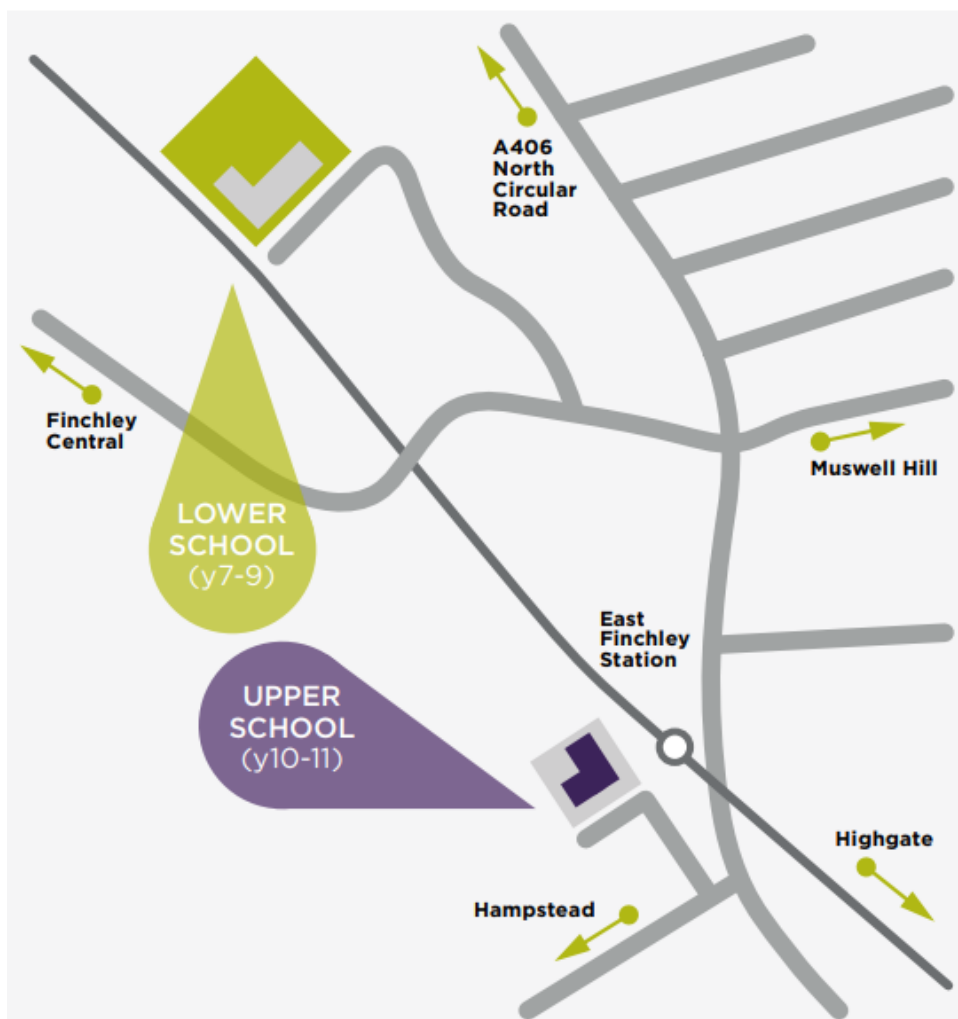
If, after reading the enclosed information, you would like to apply, please complete the application form which can be found at [www.thearcheracademy.org.uk](http://www.thearcheracademy.org.uk) within the Join us tab.

Please submit your application by email to Ellie Yates, HR Administrator and do not hesitate to contact Ellie on 020 8365 4110 ext 727 with any questions. Email: [recruitment@thearcheracademy.org.uk](mailto:recruitment@thearcheracademy.org.uk)



We were particularly struck by very well-behaved students who barely gave us even a cursory glance, so engrossed were they in their literature books.

Good Schools' Guide



Lower School (y7-9)  
Eagans Close  
London  
N2 8GA

Upper School (y10-11)  
3 Beaumont Close  
The Bishops Avenue  
London  
N2 0GA