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**Applicant Information Pack**

**Receptionist/Administrator**



**The Archer Academy aims to be an outstanding secondary school at the heart of our community, providing students from all backgrounds with the inspirational education they need to live successful and fulfilling adult lives.**

Autumn Term 2019

[*www.thearcheracademy.org.uk*](http://www.thearcheracademy.org.uk)

September 2019

Dear Candidate,

Thank you for your interest in the Archer Academy and the post of **Receptionist/Administrator**. This pack is intended to give you information about this exciting role and our school’s vision and ethos. Further background information is available on our website and in our prospectus – I would encourage you to review both.

Our vision for the Archer Academy is rooted in our desire to provide an outstanding, inclusive and aspirational education for local children that will prepare them for adult life. We cannot know exactly what the future will bring for our students, but by giving them a love of learning, adaptable skills and the determination to succeed, we will enable them to rise to whatever challenges they face.

We are a maturing 11-16 secondary school which opened in September 2013 in East Finchley, serving families in the surrounding areas of North London. The school was created to meet the needs and desires of parents, primary school governors and the local community, for a first-choice, non-denominational, coeducational secondary school.

We are significantly over-subscribed, with over 900 applications for entry in September 2019.  We became a complete school in September 2017 for the first time, with students in years 7 through to year 11 and our pioneer year group sat their first external GCSE examinations in June 2018.

We currently have 474 students in years 7-9 and 300 students in year 10-11. We work in a strategic partnership with Woodhouse College and Barnet and Southgate College for post 16 education; with our first students moving into Year 12 this September. This partnership is dynamic and evolving swiftly, securing a third transition point for our students and professional development opportunities for our staff.

We are a campus school, a model which we believe allows us to create a distinctive atmosphere on each site. Our students complete Lower School, Years 7 to 9, at our Stanley Road campus, a new state of the art building with incredible facilities. Our students graduate to our Upper School at Beaumont Close, just a few minutes’ walk away, in Year 10. Our campus provides each cohort the chance to grow and develop amongst their closest peers and creates a real sense of progress when students graduate to the college-like atmosphere of Upper School, a rite of passage they aspire towards.  Our campus model also reinforces the small, community feel of our school.

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

Please submit your application by email to, Karen Neville, HR & Compliance Manager, at [recruitment@thearcheracademy.org.uk](mailto:recruitment@thearcheracademy.org.uk). Please do not hesitate to contact Karen on 020 8365 4110 with any questions.

Interview dates are as advertised.

***Deadline for application: Wednesday 25th September 2019***

***Planned interview date: W/c 30th September 2019***

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

Kind regards,

lucy harrison signature

Lucy Harrison

Headteacher

**Our Vision**

Our three-fold vision for the Archer Academy is rooted in our desire to provide an outstanding, inclusive and ambitious education for local children, an experience that they will relish and that will prepare them for adult life. It underpins every aspect of life at the Archer Academy, and is the benchmark against which we measure our success.

**Realising potential:**

Helping students to achieve personally, socially and academically to the best of their abilities. Our outstanding teachers set high standards and challenge each and every student to fulfil their individual potential, both in their studies and through extra-curricular activities.

**Inspiring creativity:**

Providing an enjoyable and inspirational education that encourages students to be analytical, inventive and self-motivated. This commitment to creativity and analytical thinking applies across the whole curriculum as well as our extra-curricular opportunities.

**Engaging with our community:**

Ensuring that students respect others and value working with others for mutual benefit. The Archer Academy is a school with its roots in the community, and so responsibility and participation are fundamental to our ethos.

**Supporting our students:**

We create a culture that celebrates achievement in all aspects of school life. For the school, good behaviour and firm discipline underpin a happy, respectful and productive learning environment.

We also offer an extended day twice a week, during which students take part in extra-curricular activities. We provide a broad enrichment programme that covers: sports clubs and teams; creative arts societies; media and politics; vocational and entrepreneurial societies; and voluntary work and awards schemes.

**Job Description**

**Receptionist/Administrator**

**Title:** Receptionist/Administrator

**Grade:** Spine Point 4 to 5 *(£21,210 – 21,591 pro rata*)

**Post 1: 7.30 am – 11.30 am term time only**

**Post 2: 8.00 am – 5.00 pm term time only**

*There is flexibility around these working hours and a job share would be considered.*

**Reports to:** Office Manager

**Core Purpose**

The Receptionist is one of the first contacts that prospective and current parents will speak to, and it is therefore vital that the postholder has a welcoming and helpful manner when dealing with all members of the public. To undertake administrative and organisational processes within the school and to assist with the planning and development of administrative tasks.

**Main duties and responsibilities**

* Ensuring that all incoming phone calls are dealt with efficiently, redirecting/taking messages as necessary and acting on instructions received. Distribution of messages to staff and students.
* Welcoming all visitors to the school ensuring that they sign in and out in accordance with the school’s procedures.
* Dealing with general day to day enquiries from parents.
* Ensuring that any changes of student/contact information received into the office is forwarded to the Office Manager for SIMs processing
* To input late data/behaviour points onto SIMs and report to Attendance Officer for attendance matters.
* To be responsible for printing and distributing up to date enrichment registers.
* Using a variety of application software to produce reports, emails and documentation as per the requirement of Line Manager, e.g. mailmerge, In Touch, schedule appointments on the events booking system.
* Line management of the Student Receptionist.
* Completing address information on achievement postcards and logging data on SIMs.
* To be responsible for updating the staff signing in log and ensure that dated copies are kept in reception.
* Where possible, keep parking areas orderly to ensure that space usage is maximized.
* Receiving and distributing incoming post.
* Processing of outgoing post.
* Receiving deliveries and notifying appropriate staff.
* To participate in a maximum of two evening events per academic year.
* To attend and participate in our annual Open Evening.
* To attend and participate in relevant meetings as required.
* To undertake professional development as identified in the staff appraisal process.

**Additional Responsibilities:**

* To provide administrative support to Heads of Department.
* To produce letters for parents who require proof of child’s attendance at school, etc.
* To notify parents of student non-attendance at C3 detention and upgrade to C4 detention.
* To input C3/C4 data onto SIMs.
* To undertake first aid training and administer first aid as required.
* Daily monitoring of the Office/Info email account and re-directing as appropriate.

**Additional Duties:**

* To carry out additional duties as the Office Manager may reasonably request from time to time.
* To cover for absent colleagues as requested by the line manager within the areas of the post remit.
* To comply with the school’s Safeguarding Policy and ensure the welfare of students you have responsibility for and for those whom you come into contact with.
* To comply with the school’s Health & Safety Policy.
* To work within the school’s Code of Conduct.
* To ensure that the spirit of the school equal opportunities policy is implemented.
* Contribute to the overall ethos/work/aims of the school.
* Establish constructive relationships and communicate with other agencies/professionals.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

**Person Specification**

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|  | **Essential Criteria** | **Desirable Criteria** |
| **Skills/Abilities** | Ability to work using own initiative, and as part of a team.  Ability to work in a flexible and responsive way with tact, discretion and confidentiality.  Ability to relate well to children and adults.  Ability to work under pressure.  Demonstrate very good competence in numeracy and literacy.  Excellent communication skills.  Ability to use ICT effectively to support learning.  An ability to communicate effectively with teachers, students and parents. | Ability to establish and maintain good working relationships with external agencies and partners |
| **Knowledge** | Knowledge of a range of strategies to promote good behaviour.  Awareness of the statutory frameworks relevant to the role.  Awareness of confidentiality issues linked to home/student/teacher/school work.  Awareness of policies and procedures relating to child protection, health, safety and security, equal opportunities, confidentiality and data protection and of other relevant legislation. | A working knowledge of SIMs. |
| **Experience** | Excellent personal relationships with students.  Administrative duties. | Experience of working directly with young people and students ages 11 – 19. |
| **Qualifications** | Personal and/or professional development training relevant to this post. | GCE, GCSE pass or  equivalent of NVQ Level 2 in  Maths/ numeracy and  English/literacy. |
| **General** | A commitment to and understanding of equal opportunities and the ability to implement this across all areas of work. To understand and support the differences in people.  An understanding of Health and Safety in the workplace and how this applies.  An understanding of GDPR (data protection). |  |