

join us

SEND administrator

Closing date: 12pm Thursday 4th June 2026

Interview Date: Wednesday 10th June 2026





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.

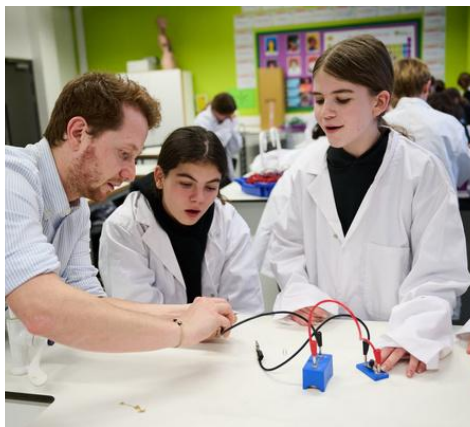
As Headteacher one of my greatest responsibilities and priorities is the recruitment and development of staff. At Archer Academy, we want to go beyond our Ofsted outstanding rating and to do that, of course, we need an exceptional, fulfilled staff team. I ask a lot from my staff, but in return I promise 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 and 2025.

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.



Pupils and staff live and breathe the school's values of 'achievement, respect, curiosity, hard work and enjoyment

Ofsted 2025



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.



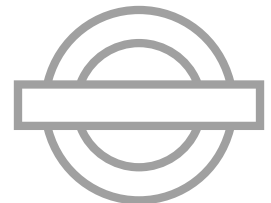
CPD PACKAGE FOR
LEADERSHIP AND
PROGRESSION



PENSION SCHEME



FLEXIBLE WORKING
POLICY



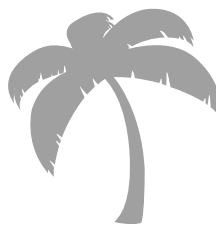
EAST FINCHLEY TUBE,
FREE PARKING AND
CYCLE SCHEME



STUDENT PLACES FOR
CHILDREN OF STAFF



EMPLOYEE ASSISTANCE
PROGRAMME



ADDITIONAL LEAVE/
SABBATICAL
PROGRAMME



WELLBEING
COMMITTEE

TES shortlisted 2024 & 2025 for staff Wellbeing School of the Year

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 support teaching and learning within the Archer Academy by providing high quality administrative support to the SEND Department. To work flexibly with the Head of SEND and Inclusion to ensure a coherent approach to the school's inclusive culture.

MAIN DUTIES

• **Administration for the Department**

- Administrative duties needed to support the Head of SEND and Inclusion including diary management and correspondence.
- Management of departmental diary to ensure smooth running of the department.
- Development and implementation of procedures which allow for the effective running of the SEND Department.
- Proof reading reports and letters relating to the SEND Department.
- Managing up to date record keeping e.g. budget, funding etc
- Ordering of resources needed for the department.
- Organising EHCP Annual review meetings.
- Supporting the Lead Practitioners in completing annual review paperwork to ensure it is submitted on time.
- Answering enquiries, typing, sending letters and reports to parents/outside agencies.
- Organising, attending and taking minutes at departmental briefings, meetings and where necessary, multi-professional meetings.
- Maintaining and keeping up to date accurate student records on SIMS, the SEND register and providing census information.
- Collating referrals to Mentors and outside providers and monitoring responses to ensure deadlines are met.
- Alongside Lead Practitioners, organising the timetabling of rooms and TA support allocation.
- Recording SEND staff absences.
- Ensuring internal and external communication is clear and accurate.
- Ensure students online and paper files are kept up to date and are accurate.
- Contributing to, and minuting, Senior SEND staff meetings and senior support staff meetings.

Supporting staff

- Supporting the wellbeing of the SEND team.
- Booking CPD courses for SEND team members.
- Assisting in the preparation of information for OFSTED and other external inspections and visitors.

Liaising with parents, Local authorities, other stakeholders and outside agencies

- Provide a welcoming, efficient, responsive and helpful service when answering telephone calls, emails and all other enquiries to the department, ensuring messages are passed on in an appropriate manner.
- Liaising with primary schools and KS5 providers at times of transition and collating information/data as necessary.
- Liaising re off site visits, activities and transport involved in trips including our more complex needs students.

SEND administrator

LINE MANAGER

Head of SEND and
Inclusion

SALARY SCALE

7-10

CONTRACT STATUS

Permanent

Part time 21 hours per
week.

39 weeks per year (term
time only)

START DATE

September 2026

PERSON SPECIFICATION

Qualifications, experience and qualities	Essential
Appropriate experience in administration in a busy department	✓
Proven track record of effective working within a team	✓
Ability to work under your own initiative	✓
Ability to work adaptably and flexibly	✓
Excellent IT skills (Microsoft office, emails etc)	✓
Motivation to learn new skills and quickly acquire new areas of knowledge.	✓
Excellent verbal skills.	✓
Accurate written communication skills, including proofreading.	✓
Ability to prioritise workload.	✓
Flexible working and ability to multi-task.	✓
Calm in a crisis and sensitive to others.	✓
Able to interact effectively with staff, parents, students and outside agencies.	✓
Efficient, organised and meticulous.	✓
Discreet with the handling of sensitive and confidential information.	✓

ALL MEMBERS OF THE ARCHER ACADEMY STAFF ARE EXPECTED TO:

- Sustain and improve the quality of education offered to students in the school
- Promote educational opportunities, equality of access to opportunities and an appropriate safe and healthy working environment for all members of the school
- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Prepare all students confidently for the next step in their educational journey.
- 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

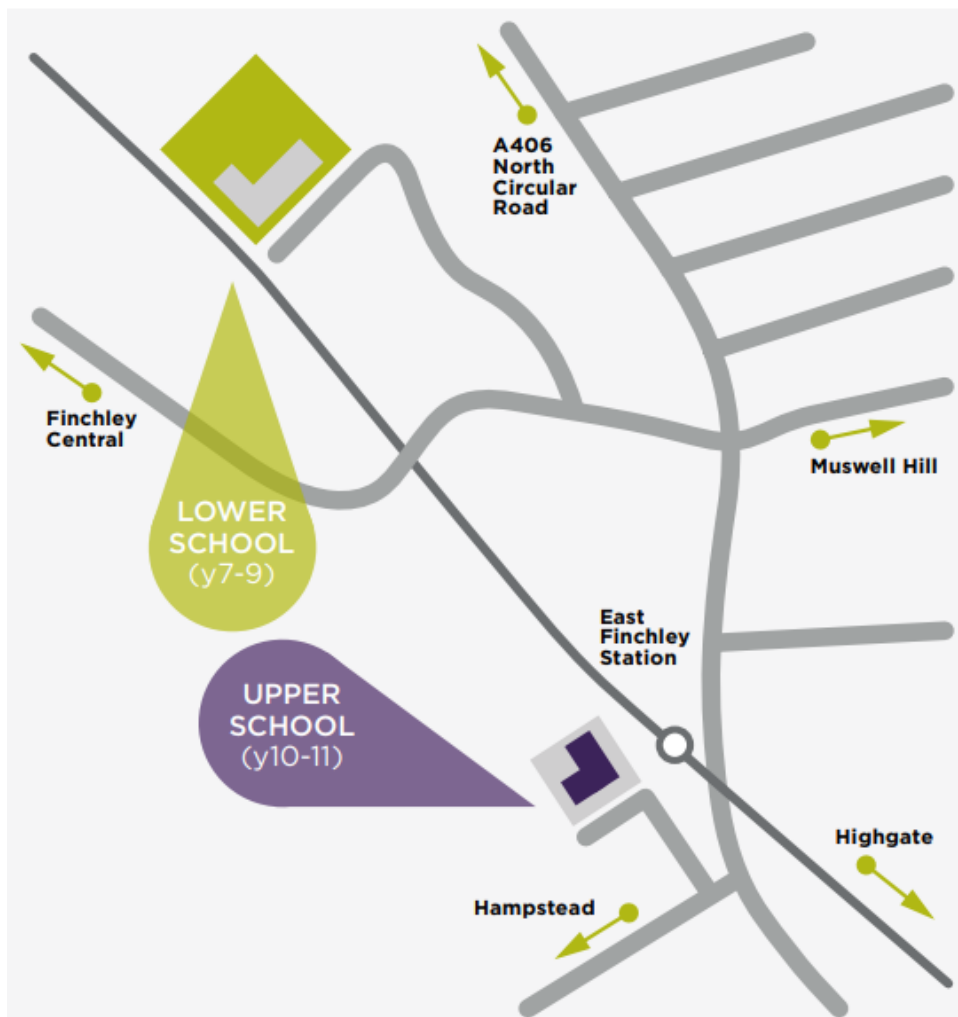
If, after reading the enclosed information, you would like to apply, please complete the application form which can be found at www.thearcheracademy.org.uk within the Join us tab.

Please submit your application by email to Rachel Jacobs HR Administrator and do not hesitate to contact Rachel on 020 8365 4110 ext 727 with any questions.
Email: 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