

OFFICE MANAGER INFORMATION PACK



EDUCATION
IS SUCCESS

Thank you for your interest in applying to work at Westminster Academy.

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

WELCOME FROM THE PRINCIPAL AND CEO

Dear Candidate,

It gives me great pleasure to introduce myself as Principal and CEO of Westminster Academy. I was privileged to take on this role in August 2024 and become part of the continuing development of this wonderful school.

Our mission is 'Education is Success' and we strive to achieve this mission in a number of ways. We recognise that success can only be achieved in an environment where students feel safe, happy and supported. We are a school that prioritises student well-being in an inclusive, kind environment to allow students to develop as confident young adults. Our committed staff body is ever present to ensure students are supported emotionally as well as academically.



The Academy has a strong record of academic success, with a passionate and highly knowledgeable staff body who devise engaging lessons to inspire a love of learning and prepare students for academic success and the world beyond. Our approach to teaching, learning and curriculum places emphasis not only on traditional academic subject knowledge but also on cross-curricular connections, student self-management, communication skills, technology use and critical thinking through student-centred, personalised learning experiences.

Westminster Academy students value the breadth of extra-curricular opportunities on offer, which enrich learning experiences beyond the classroom and give students opportunities to develop talents and experience personal success. Alongside an exciting extra-curricular activities programme, a large number of educational visits and internal events take place each year, as well as an outstanding careers programme. Students are empowered through leadership initiatives and contribute to the improvement of the Academy through the Academy Council programme.

Westminster Academy is one of the few non fee-paying schools in London to offer both the International Baccalaureate Diploma Programme and the International Baccalaureate Career-related Programme at key stage 5. These demanding, world-renowned qualifications aim to combine academic excellence with a mission to 'develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect'. This goes hand in hand with our values as an Academy: Westminster Academy students have a strong sense of social responsibility; they research social issues to understand the wider world, fundraise energetically and take an active role in the community with the objective of making the planet more equal, fair and sustainable.

My personal aspirations for Westminster Academy students align with those I have for my own teenaged children: I want to support them to flourish in all areas of their lives by helping them develop into well-rounded, compassionate individuals. My colleagues and I are committed to providing them with an exceptional education as part of a caring school community to ensure they have access to their preferred post-18 pathways, and have the skills and attributes to achieve their personal and professional goals.

Thank you for your interest in our Academy. I look forward to receiving your application.

Mrs Numera Anwar
Principal and CEO



OUR MISSION, ETHOS AND VALUES

Mission: "Education is Success"

In 2013 Westminster Academy students chose our Mission: "Education is Success".

We strive to fulfil our Mission through the dedication of a talented teaching faculty and support staff; a high-quality, ever-evolving curriculum; individualised academic support and an extensive extra-curricular activities programme.



Ethos

Our ethos is student-centred and personalises learning for every student in a respectful environment so that all of our students are safe, secure and successful.

WA fosters a proud, cohesive, and ambitious staff body through an engaged and innovative professional learning community, where continuous active learning dialogue results in sustained progress for all students and professional growth for all staff.



Values

Our HERO values were also selected by our students and underpin personal development, behaviour and welfare at Westminster Academy.

Honesty

Excellence

Responsibility

Opportunity

Reflecting on the Academy values and British values forms a key part of personal tutoring at Westminster Academy.

IB Learning Profile

The IB Learner Profile is used across the school as a framework for character development. IB learners strive to be:



WA SPONSORS & TRUSTEES



We are very proud to have sponsored Westminster Academy since it opened in 2006. This has been a period of steady development with significant improvements in each of these years.

It has been very gratifying being alongside a hard working and dedicated team of teachers and staff, and its remarkable leadership. Our aim has been to support their inspiring teaching

of the students, who are drawn from so many diverse backgrounds.

Westminster Academy has the benefit of a resourceful and effective group of Trustees, with an exceptional Chair, which has maintained an ambitious strategy for excellence.

We are committed to continuing to build links with outstanding outside organisations that add enriching dimensions to the student experience at the Academy.

We know that we need to improve continuously, to ensure that every student feels the benefit of their years of effort at this Academy for the whole of their adult life.

SPONSOR

David Dangoor CBE, The Exilarch's Foundation



The aim of Westminster Academy has always been to make this a centre of educational excellence and an amenity open to all of the community. We are proud to be located in one of the most diverse communities in Central London and it remains the express intent of the Dangoor Family, our sponsors, to meet the needs of local students, parents and residents.

To fulfil our aims, we have various initiatives and facilities, including Academy Sport and Academy Community, which provide opportunities to all the community to use the Academy building and facilities. We hope that if you are a resident in Westminster, and in particular in the Westbourne area, you will share our pride and feel that the Academy is there for you.

May I welcome the community to engage with the school, its Principal and teachers; for our part the Board of Trustees will continue to build upon the reputation and the community outreach plans of the Academy.

CHAIR OF TRUSTEES

Mike Karp OBE

AREAS OF STRATEGIC FOCUS 2025 - 2028

1. We will ensure that we continue to strive to be the number one school of choice in the borough.
2. We will ensure highly effective teaching and assessment takes place that allows young people to achieve their ambitions.
3. We will provide excellent leadership and governance at all levels to enable effective development at WA.
4. We will ensure a rich, engaging and inclusive curriculum with effective teaching and high-quality learning resources across all subjects and year groups.
5. We will have a clear and cohesive digital strategy for education.
6. We will ensure that pupils are well-behaved, confident and respectful in a safe and secure environment.
7. We will foster an environment where students thrive from bespoke personal development, careers and leadership programmes.
8. We will ensure, regardless of their ability or personal circumstances, all groups of pupils make at least 'good' progress, and differences in their attainment are diminished.
9. We will ensure a high-quality workforce and prioritise staff retention through carefully considered professional development and workload.





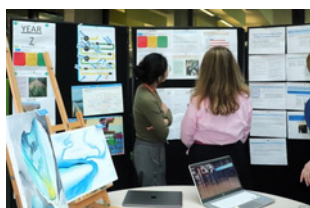
"THE BEST THING ABOUT WA IS ITS TEACHERS. THEY ARE OPEN-MINDED AND YOU CAN CREATE A WONDERFUL RELATIONSHIP WITH THEM. THEY ENGAGE STUDENTS IN LESSONS AND MAKE US GENUINELY ENJOY THE SUBJECTS AND WHAT WE STUDY."

MARTINA RADENKOWIC, STUDENT

PROFESSIONAL DEVELOPMENT

Westminster Academy is committed to fostering a positive ethos of continuous improvement and learning, which motivates and develops its staff community.

Internally, alongside four INSET days across the year, we have regular Professional Learning opportunities; every Wednesday, students have a shortened day which enables us to run departmental and whole school CPD based on developing practice school wide. Here, we use guidance from the DfE and EEF, alongside taking regular staff feedback, to ensure our internal training is of the highest quality and has real impact. We also have dedicated Professional Learning Communities, whereby staff meet with colleagues from across the school working on similar areas of practice, to support, observe and collaborate in these areas. This culminates in a showcase at the end of the academic year, whereby staff celebrate their learning and development together. Finally, we also offer coaching training in-house for all leaders at the Academy to support their ongoing development.



WA PROFESSIONAL LEARNING SHOWCASE

Alongside this, we use a tailored approach to ensure staff receive bespoke training opportunities externally, which is supported by a healthy training budget. Staff have a menu of options to suit all levels of experience, including specific opportunities to develop trainees, as well as current and aspiring Middle and Senior leaders. Courses taken by our staff have included Category Two and Three IB courses, IBSCA courses and NPQs for differing levels and specialisms, and we support the completion of these, as well as shadowing in other settings wholeheartedly.

All staff are expected to guide aspects of their own professional learning and this forms the heart of our Performance Management system.



STAFF REWARDS & BENEFITS

24/7 Virtual GP Service

Staff have access to a virtual GP service that provides remote medical consultations via a 24/7 GP helpline or a separate "Your Online Doctor" service for video consultations, for themselves and their families. The service allows access to qualified GPs for advice, diagnosis, and private prescriptions delivered electronically to an employee or pharmacy of their choice, complementing a staff member's existing GP service. With easy access and availability, staff don't need to take time off work to speak to a GP for common health concerns and non-emergencies.



Annual Season Ticket Loan

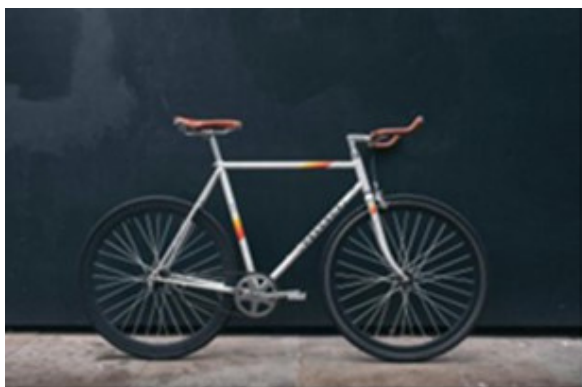
A season ticket loan is an interest-free loan provided to help staff pay for an annual public transport season ticket. The loan amount is repaid over 12 equal monthly instalments via payroll, which allows them to spread the cost of the ticket instead of paying for more expensive, monthly passes. This scheme is designed to make commuting cheaper and more convenient, as annual tickets are typically less expensive than daily or weekly fares.

Attendance Incentive

As a small token of appreciation, a shout out and a certificate is awarded to staff with 100% attendance every term. Staff with 100% attendance over 2 terms will be credited £15 on their Arbor account to use against hot drinks or food from Global Café or Sky Dining. Staff with 100% attendance over an entire academic year will receive a £100 gift voucher. Just as for the students, all absences from work are included in this calculation, apart from religious observations.

Cyclescheme

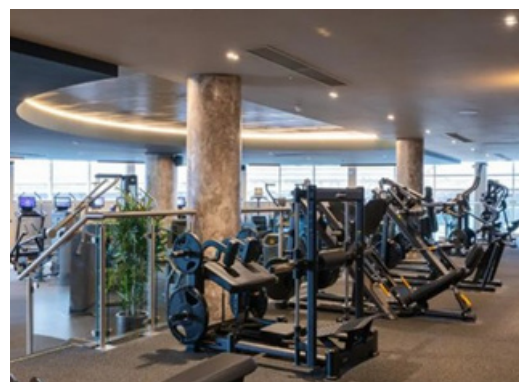
We are a registered employer of the Cyclescheme which is the UK's most popular Cycle to Work employee benefit, providing staff with the opportunity to purchase a bike and accessories of their choice up to the value of £1,000, tax free, saving up to 47%. Bike rental for 6 or 12 months is also available whereby staff save money and spread the cost of commuting on city hire bikes via bike rental membership. The perfect way to cycle alongside other modes of transport.



Staff pay nothing upfront and the payments are taken tax efficiently over 12 equal monthly instalments via payroll. A large selection of cycling brands is available for staff to choose from, at independent bike shops in the local community, big-name stores, online retailers or brand direct.

David Lloyd Access

Staff have free use of the gym and swimming pool at the Notting Hill branch of David Lloyd, located right next door to the Academy at 1 Alfred Rd, London W2 5EU. Access is available once a week, Monday to Friday, by presentation of a staff ID card at reception. Staff also have access to the Clubroom which comprises of a restaurant, soft seating and quiet workspaces. For staff interested in full access to David Lloyd, a discounted membership rate is available.



Employee Assistance Programme

Our Employee Assistance Programme (EAP) is a package of emotional and practical support that provides the following:

- A range of counselling options including telephone, online or face-to-face sessions, and a mindfulness module
- A dedicated coaching service for line managers, aimed at developing soft skills and building confidence for handling challenging situations
- Financial, legal and practical support from qualified professionals on a range of personal issues
- Access to online health and wellbeing resources and a specialist information service

This free service is confidential and can be used to support staff with any personal or work-related issues that may be affecting their wellbeing. Staff can also download the Wisdom Health Assured app to log in and track their wellbeing.



Free Eye Tests

Staff who are required to use display screen equipment, usually a Visual Display Unit (VDU), can claim the cost of an annual eye test. The maximum amount that can be claimed is £30.

Free Parking Onsite

Secure and covered, off-street parking is available for bicycles, cars and motorbikes with direct access into the building.

Free Fruit

Staff can help themselves to a piece of fruit, and complimentary tea and coffee in the staffroom every day.

Free Breakfast @ Global Café

Our Global Café is open throughout the academy day from 7.00am - 3.00pm, and accepts contactless payment with a bank card or payment via Arbor with a staff ID card. Free breakfast bagels are available each morning from 7.30am.

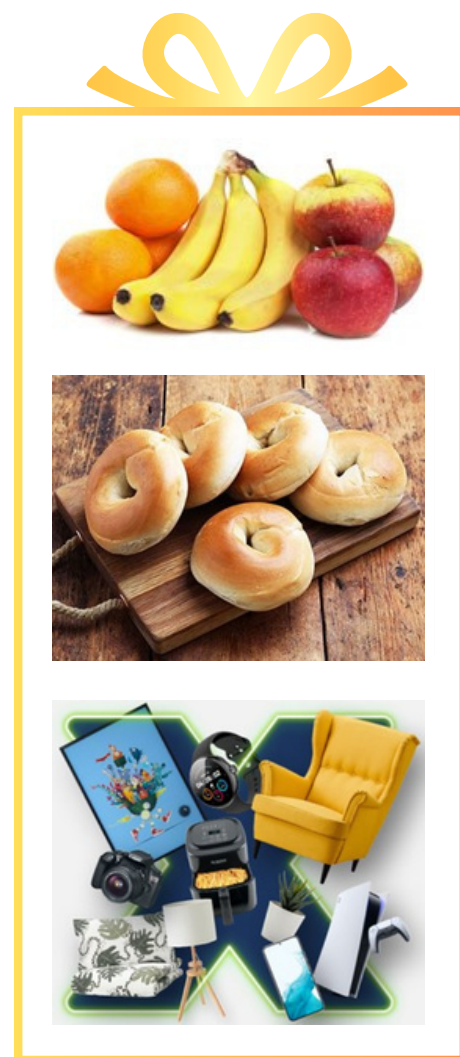
A loyalty card scheme also allows staff who use their own cup when purchasing hot drinks to claim a free hot drink on the sixth visit.

Home & Tech

Home & Tech, previously known as the Techscheme, is the smart way to buy and save on home and tech products. Powered by Currys and Ikea, this benefit offers staff a more affordable way to get the latest home and tech for you and your family. Choose from thousands of products including laptops, phones, smart health, white goods, gaming, photography, furniture, kitchenware, tableware, lighting, bathroom products, and outdoor living. Staff can choose a redemption voucher up to the value of £1,000 and spread the cost of their purchase(s) from their salary via salary sacrifice across 12 months and make a National Insurance saving of up to 8%.

Pension Scheme Contributions

The Academy pays in a high percentage of monthly contributions for Teaching Staff (Teachers' Pension Scheme) and Support Staff (Local Government Pension Scheme) members enrolled in these pension schemes - 28.68% and 17.1% respectively.



JOB DESCRIPTION

Job Title	Office Manager
Salary Grade	PO3, Spine Point Range 32 - 35 £40,916 - £44,335 FTE (£38,136 - £41,323 pro rata)
Hours	Full Time, 37.5 Hours per Week, Term Time + 4 Weeks (including INSET days)
Responsible to	School Business Director
Job Overview	The Academy Office Manager provides strategic and operational leadership for the school's administrative and front-of-house services. The Office Manager holds primary responsibility for the school's admissions, organisational procedures, and the training of support staff, ensuring professional standards are met. Working in close collaboration with the School Business Director, they assist in the planning and execution of academy-wide support services and operational projects.
Line Management	Receptionist

Key Responsibilities

Organisation

- Ensure the smooth and effective running of the school office and all administrative and communicative systems.
- Line management of operational administrative staff, including planning and coordinating activities, ensuring deadlines are met.
- Supervise and engage in the day-to-day administrative function of the school office.
- Contribute towards the planning, development and organisation of the support service systems, procedures and policies.
- Supervise, train and develop school wide administrative staff as appropriate.
- Assist in the organisation of school events in cooperation with other staff.
- Organise the MIS set up and administration function for all Parents' Evenings.
- Ensure the office is kept tidy, organised and in good order at all times, making sure there are sufficient office resources available.
- Maintain strong professional links with the Academy's parent body in order to facilitate an effective communication between school and home.
- Manage the Whole Academy Calendar and coordinate this with all staff requests, assist with mapping all academy events into the Academy calendar well in advance of the start of the academic year.
- Provide scheduled and emergency cover for the Reception desk to ensure continuous service for visitors and callers.
- Ensure that all staff create a professional and welcoming reception for all visitors and parents and all visitor checks and health and safety processes are in place to monitor entry in and out of the Academy.

Administration

- Analyse and evaluate data/information and produce reports/information/data as required.
- Provide administrative and organisational support to staff.

- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- Support the data protection officer with ensuring data protection compliance and facilitate the administration and communication of Subject Access Requests (SARs)
- Quality assure and proofread all whole-school correspondences. Ensure that a corporate style and branding are maintained.
- Management of the document storage system. Ensure that all users are fully trained and keep records up-to-date.
- Oversee and manage the main Academy mailboxes to ensure all necessary communications are responded to by the relevant members of staff in a timely manner.
- Manage the buying and selling of School Uniform with external suppliers; To plan and organise the school uniforms sale available through the academy. Organise the school uniform events for sale of uniform to new intake.
- Liaise with external stakeholders to ensure they are well supported when using the Academy facilities and coordinate with them to ensure any events are mapped into the Academy calendar
- Working with SLT responsible for Cover staff, to ensure that agency staff DBS information is stored for safeguarding purposes.

Admissions

- Act as the primary point of contact for the Local Authority regarding admissions, managing the end-to-end process for both Year 7 intake and mid-year transfers.
- Manage all mid-year applications, meeting parents, maintaining the waiting list and ensuring compliance with the School Admissions Code.
- Organise and facilitate admissions appeal hearings, ensuring all statutory timelines and legal requirements are met.
- Lead the administration of admissions appeals, including preparing the Statement of Case and coordinating with independent appeal panels.
- Work with the Data and MIS Officer to ensure all new student data is accurately migrated into the Academy's MIS.
- Manage the induction process for all new students.

Duties for Vice Principals and School Business Director

Support with the following;

- Typing correspondence and assisting with administration tasks.
- Oversee formal complaints procedures and liaise with senior leaders to resolve these and where necessary support with correspondence.
- Support the School Business Director with academy-wide operational projects and day-to-day management as required.
- Assist with the purchase of supplies and services and general procurement.
- Assist with marketing and promoting the school.
- Assist with procurement and securing sponsorship/funding.

Scope of the Job Description:

The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The job description allocates duties and responsibilities but does not direct the particular amount of time to

be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post, and therefore, you may be required to perform other duties as requested by your Line Manager. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the post holder. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Business Manager. This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties.

Safeguarding of students and Duty of care:

All staff, regardless of role, level of seniority, and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils. We expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns they may have. All staff must be able to identify any children who are at risk of harm and know the characteristics of abuse or neglect. If you suspect or confirm harm, it is essential that you know what actions to take.

Annual safeguarding training is offered to all staff at Westminster Academy and it is the staff member's responsibility to be aware of the most up-to-date guidance documented in the Keeping Children Safe in Education document (Department of Education).



PERSON SPECIFICATION

The person specification outlines the experience, skills, and abilities we expect the successful candidate to possess.

Criteria	Essential	Desirable
Education/Qualifications: <ul style="list-style-type: none"> • Good general level of literacy and numeracy • First aid qualification (or willingness to undertake) • Other education, such as degrees or related vocational qualifications 	✓ ✓	✓
Professional knowledge, skills, and competences: <ul style="list-style-type: none"> • Good communication skills, both verbal and non-verbal • Good telephone manner • Competent ICT - word processing, spreadsheet and database skills • Excellent organisation skills • Keeping a clean, tidy, well-ordered environment • Proficiency in school MIS (e.g., Arbor, SIMS, Bromcom) • Working knowledge of GDPR in an educational setting 	✓ ✓ ✓ ✓ ✓	✓ ✓
Experience: <ul style="list-style-type: none"> • Working with adults and students/young adults • Working in a busy office environment • Working in an Educational setting • Dealing with various members of the public • Experience with school admissions and appeal practices 	✓ ✓ ✓	✓ ✓
Philosophy and commitment: <ul style="list-style-type: none"> • An interest in educational issues • A belief that everyone can benefit from and is entitled to quality educational opportunities • A personal commitment to lifelong learning and continuous professional development • Commitment to high standards, best value, and continuous improvement • A 'can-do' approach and positive attitude to innovation and change 	✓ ✓ ✓ ✓ ✓	
Personal qualities: <ul style="list-style-type: none"> • Attention to detail • Confidence and good interpersonal and networking skills • Enthusiasm and proactivity • Initiative and self-motivation • Flexibility, creativity, and the ability to think laterally • Stamina and a capacity for hard work • Effective time management skills • Ability to be reflective and self-critical • Act as a role model to those you line manage and work with 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	

SAFER RECRUITMENT IN EDUCATION: INFORMATION FOR APPLICANTS

Employee Assistance Programme

Westminster Academy is committed to safeguarding and promoting the welfare of children and young people, and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

The aims of our Safer Recruitment Procedures are to deter, reject or identify people who might abuse children or are otherwise unsuited to working with them.

What we will provide

All applicants for all vacant posts will be provided with:

- a job profile outlining the duties of the post, including safeguarding responsibilities;
- a person specification which will include a specific reference to suitability to work with children; and
- an application form - please visit our [Vacancies](#) page.

All applicants for employment will be required to complete this application form, containing questions about their academic and full employment history and their suitability for the role.

In addition, all applicants are required to account for any gaps or discrepancies in employment history.

Interviews

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

References

References will be requested at the selection stage directly from the referee. They will be asked about:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
- any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children; and
- whether the referee has any reservations as to the candidate's suitability to work with children.



If the referee has any reservations, the Trust/Academy will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

We will also carry out online searches for all shortlisted candidates to identify any incidents or issues, related to suitability to work with children.

Pre-employment checks

- An enhanced DBS check is required for all successful applicants
- Prohibition and overseas checks will also be completed if necessary

HOW TO APPLY

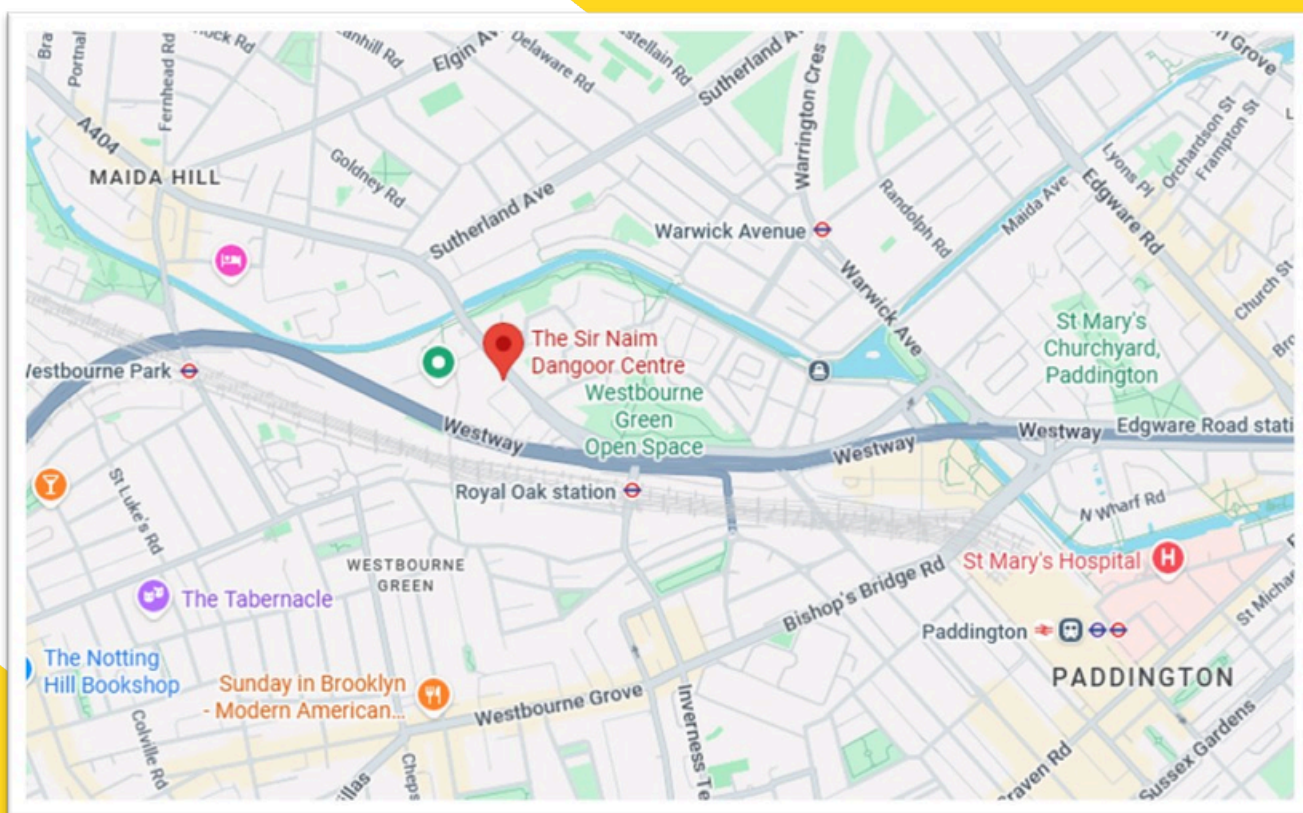
The closing date for applications is **9am on Tuesday 3rd March 2026** with interviews commencing in the week beginning 9th March 2026.

Application forms must be completed in full and applicants should directly address the skills and experience outlined in the person specification. Further information about the role and an application form can be found on our [Vacancies](#) page.

For more information about this position, or to have a confidential discussion about the role, please contact hrteam@westminsteracademy.org.uk.

We look forward to hearing from you.

HOW TO FIND US




Westminster Academy


Sir Naim Dangoor Centre
255 Harrow Road
London
W2 5EZ

[Get directions](#)

HR Team

 hrteam@westminsteracademy.org.uk

 **020 7121 0600**

 [Visit our website](#)

 [Watch our video!](#)