



Wren
Academy



Wren Academies Trust

Wren Academy Finchley

Administrative Assistant - EVC

Start date: As Soon As Possible

Closing date: 9.00am, Tuesday 22 April 2025

Candidate Information - April 2025



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Contents

- [Introduction](#)
- [Vision and Ethos](#)
- [Job Description](#)
- [Person Specification](#)
- [Staff Wellbeing](#)
- [Selection Process](#)

Introduction

Wren Academy Finchley opened in September 2008 as a new school sponsored by the London Diocese of the Church of England and Berkhamsted School. It takes its name from Sir Christopher Wren, the famous polymath, with the intent to inspire students to be curious and explore a wide range of academic disciplines. We have come a long way since 2008 and are now an all through school with over 1500 students aged between 4 and 18. The Academy has continued to grow as we opened our Sixth form in 2013 and have taken on new primary cohorts since 2015. Wren Academy Finchley is proud of its successes having secured exceptional academic progress for our students at KS2, GCSE and A Level. We have also established a national reputation for excellence in teaching and learning, developing an approach that focuses consistently on enabling young people to be effective learners, regularly hosting visitors from the Republic of Ireland and Netherlands.

Wren Academies Trust

Wren Academies Trust was established in September 2020 with the opening of Wren Academy Enfield, a new 11-18 secondary school. The development of a second Academy has led to further

collaboration and innovation with subject departments regularly sharing resources and aligning assessments to reduce workload. The trust is continuing to expand with the inclusion of St Mary's and St John's, another Barnet all-through school, due to formally join the Trust in 2025. The size of the Trust provides many opportunities for continued Professional Development and career progression

Gavin Smith, Executive Principal



Welcome from the Principal

Thank you for your interest in this post at Wren Academy Finchley.

We are looking for an Administrative Assistant to join our friendly, welcoming, talented and highly motivated administrative team at Wren Academy Finchley. The successful candidate will co-ordinate and assist in the smooth running of the Academy's trips.

The successful candidate will demonstrate excellent communication skills, a keen desire to learn and the ability to be part of a team. Training will be given where appropriate but experience of working in a fast-paced administrative environment will be desirable

This pack and our website should give you a clear understanding of the Academy. However, if you have any questions about the Academy or post, please do not hesitate to contact **Helen Young on 020 8492 6000**.

Please note applications should be made through [MyNewTerm](#). Applications will be considered as they are received.

Finally, thank you for preparing your application for this role. I look forward to meeting you if you are selected for interview.

John Keohane, Secondary Principal



Vision and Ethos

Do justice, love kindness, walk humbly with your God - Micah 6v8

Wren Academy Finchley is an inclusive, comprehensive school, welcoming students and staff from all faiths and none. As an all-through Church of England Academy, we are inspired by an encounter between Jesus and a tax collector called Zacchaeus. We believe that fairness, kindness and walking humbly with God (Micah 6:8) are the keys to full flourishing for all. Our Christian values are relatable to all students and staff, whatever their beliefs and personal convictions and provide a moral compass for helping students become the best version of themselves in both character and academic progress. To achieve this goal, we are conscious that good learning and behavioural habits should be taught. We use our '6Rs' framework to unite our Christian Vision with our ambition for academic progress by developing habits in students so that they become:

Resilient.
Relational.
Redemptive.
Reflective.
Resourceful.
Reverent.

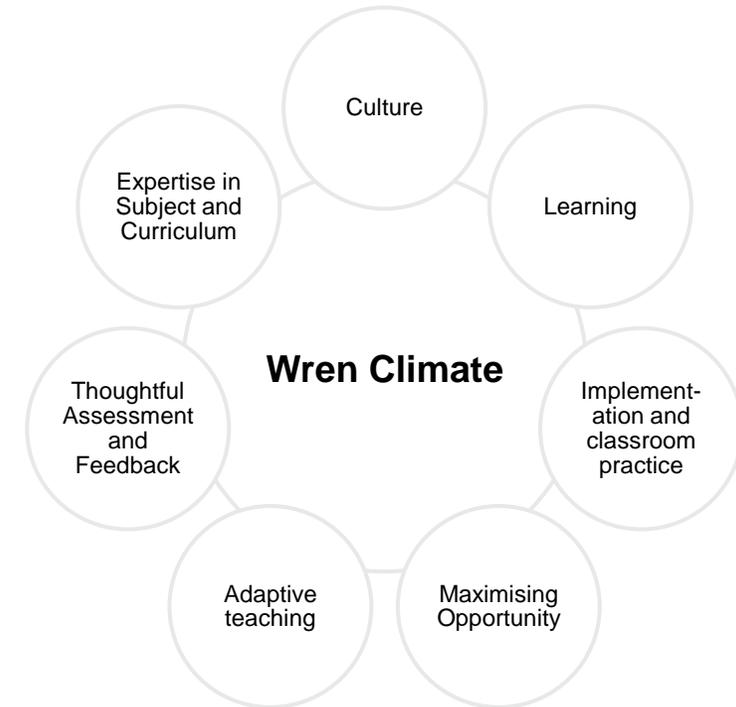


'The effective climate for learning and promotion of exemplary behaviour transforms the lives of pupils. Relationships are warm and harmonious because of the culture of kindness'

*SIAMS Inspection Report
February 2023*

The Wren CLIMATE Model

The 6 Rs have recently been woven into a new teaching and learning taxonomy, rooted in the latest evidence-based research. This provides a coherent framework and common language for learning which underpins all our activities within Professional Development, Quality Assurance processes and Performance Management structures. We call it Wren 'Climate'.



WREN ACADEMIES TRUST

Wren Academy Finchley

Administrative Assistant (EVC)

Job Description

Post Title: Wren Academy Finchley Administrative Assistant

Purpose: The purpose of the job is to both take part in and to be responsible for the effective operation of several of the Academy's administrative functions, including but not limited to Educational Visits, Data and also taking a lead role in dealing with daily student queries and issues.

Line Management: The Administrative Assistant will report to, and be line managed by, the Office Manager, although there will be significant input into the role from other Senior Leaders within the Academy.

Working time: 36 hours per week, 40 weeks per year (term time plus the last week of the Academy summer holidays).



Key Tasks

- Ensure all residential visits are planned and approved internally.
- Follow the Academy policy for travel booking and liaise with staff to make travel arrangements as appropriate.
- Book the Academy mini buses as and when required for trips and fixtures.
- Book primary trips on a yearly basis to ensure availability.
- Ensure procedures are followed with regard to planning of all educational trips. Ensuring staff use the correct process and obtain correct authorisation including governor sign off for residential trips.
- Collate information for educational visits both UK and overseas travel, liaising with external companies obtaining information regarding accommodation, travel arrangements, insurance, risk assessments.
- Ensure all required documentation is complete and passed on to the required authorities with regard to overseas travel. Ensure visa applications from the British Council are obtained for non-EU students. Liaise with the British Council, Foreign Embassy's, when required.
- Collate student information for trip leaders with regard to emergency contact details together with consent forms and medical information.
- Obtain quotations for costs involved in all aspects of primary phase trips, e.g. cost of tickets, insurance, accommodation, etc. Advise the trip leader of costs involved in order for the correct charge to be made to parents of students attending the trip.
- Work with Finance to ensure late payment reports are shared with trip leaders, to ensure that relevant processes are followed to chase payments.
- Liaise with the Academy Finance Department regarding financial reports, payments and refunds.

Key Tasks

- Process financial assistance requests and discuss with the leadership as required.
- Ensure all Health and Safety procedures are followed, e.g. risk assessments completed, authorisation of travel, correct numbers of First Aiders are present on all trips.
- Responsibility for telephones, charging, replacing updating credit and keeping a record of when in use and ensuring that they are returned.
- Produce and respond to day-to-day correspondence regarding trips.
 - To manage primary attendance which includes:
 - Liaise with the Head of School Primary and the leadership and phase leaders on attendance matters that arise.
 - Implement the Academy's attendance procedures and take appropriate action to address specific attendance issues with students and families.
 - Maintain and update accurate attendance records, inputting data onto the Academy's data systems as necessary.
 - Produce reports for the Primary Leadership Team on attendance statistics, so that letters and certificates can be printed.
 - To be proactive and intellectually curious about attendance issues and their possible solutions.
- Assist with the primary transition as and when required.
- Assist the Senior Administrator with day-to-day duties in the office as and when required.
- To assist with the support for the student duty desk.

- To assist with student enrolment, through the use of Admissions+
- To maintain student records on MIS systems and in manual filing systems.
- To be a core part of the first aid team, updating first aid training as necessary.
- To be available for occasional work at Academy events, such as Open Evening.
- To take part in the Academy's staff duty rota.
- To be able to cover key tasks carried out by others in the administrative team, as directed by Line Managers or the Executive Principal.

Professional Behaviour:

- To maintain high standards of professional behaviour towards colleagues and students
- To lead by example and to follow the Academy's dress code and code of conduct
- To carry out duties in a friendly, helpful and professional manner
- To have a flexible approach and to be prepared for the unusual
- To uphold and actively support the Academy's policies and procedures on the safeguarding of young people

Assessment:

- To continue personal development as agreed in performance management
- To engage actively in the performance review process
- To address the performance management targets set by the line manager

Other Specific Duties:

- To play a full part in the life of the Academy community, to support its distinctive aim, ethos and policies, and to encourage staff and students to follow this example
- To support the Academy in meeting its legal requirements as a Church School
- To have a record of excellent health, attendance and punctuality

Person Specification

Professional Skills and Experience

1. Possess appropriate qualifications and/or experience in a similar role.
2. Be an excellent practitioner with the ability to inspire others.
3. Preferably have experience of school administrative practices and of working in more than one institution.
4. Have excellent typing skills and be conversant with modern office software.
5. Preferably have relevant experience of working in comprehensive and multi cultural environments.

People, Relationships and Communications

1. Be committed to maintaining a distinctive and inclusive Christian ethos in the Academy.
2. Be able to relate to all students and staff in a positive and constructive way.
3. Have qualities which earn the trust and respect of students, staff, parents and governors.
4. Possess integrity, optimism, credibility, resilience, calmness and a sense of proportion.
5. Possess good written and verbal communication skills.
6. Have the ability to relate positively to parents and other stakeholders and engage successfully in the life of the Academy.
7. Be able to build constructive working relationships with local schools and colleges, employers and the local authority.



Staff Well Being

The Wren Finchley campus, architecturally innovative and visually impressive, is a lovely environment to work in with lots of natural light and clear lines of visibility.

Teachers are encouraged to innovate and adopt a research-focused approach to improving their practice. All teachers joining Wren receive a high quality professional development experience. Our aim is simple- we want teachers to become better practitioners. We explicitly prioritise Continuous Professional Development (CPD) with an innovative programme spread over three hours per week. Within this structure is an increasing focus on engaging with the latest educational research, with many colleagues undertaking small scale research projects related to their practice.

At Wren you will be given time to plan and evaluate your lessons. You will be part of a learning dialogue with colleagues for which time is set aside. Most importantly of all, you will be working with young people who are talented and enthusiastic about their learning. We believe that observing other teachers at work and having them observe you is a professional entitlement and is a key element of how we learn as professionals.

Our Wellbeing committee meets each half term and considers different strategies to reduce workload and improve the quality of the work environment. The group were integral in supporting the launch of our new feedback policy in September 2024 which focusses on in-class feedback and a reduction in 'traditional' marking beyond summative assessments.



Staff Benefits

- A two week October half term break.
- Free refreshments all day and a daily lunch allowance.
- Annual £1000 'Wren Allowance' in recognition of delivering enrichment activities and contributing to the wider life of the Academy.
- Excellent professional development opportunities including support for programmes of further study and planned career development. This includes the opportunity to study for NPQs.
- Timetabled professional development time during the school day
- A pleasant and attractive working environment. Our restaurant, centrally situated, is the heart and hub of our community. This provides a bright, clean, communal space where staff and students can socialise, meet and eat. Over the years, the restaurant has become the foundation for strong relationships across departments and staff groups ensuring that all staff benefit from friendship and support beyond their immediate teams.
- An exceptionally talented and mutually supportive staff team of teachers and student services colleagues. Our staff body is inclusive and representative of the community in which we serve. We have consistently recruited a talented and committed staff who share the ambition of creating a uniquely successful school
- Children of colleagues working at Wren are given priority for a place
- Talented, courteous and ambitious students
- All staff, whatever their role, are equally valued and the contribution of student services colleagues to the life and success of the Academy is celebrated



How to Apply

Application deadline

Completed application forms must be received by 9.00am, Tuesday 22 April 2025, but applications will be considered as they are received.

Completing your application

Candidates are asked to read the details carefully, especially the Job Description and Person Specification. Please complete all the standard information required on the application form. Failure to provide information requested may lead to your application being rejected.

Please note applications should be made through [MyNewTerm](#). Applications will be considered as they are received, CVs are not accepted.

Selection process

The selection process may have a combination of tasks, activities, lesson observations and interview. Further details will be provided to the candidates shortlisted for interview.

References

Candidates are advised that references will be taken up immediately after shortlisting. Please ensure that referees are warned of the need to respond within the timescale set. The post will be offered subject to satisfactory completion of pre-employment checks.

Equality, Diversity and Inclusion

The Trust is committed to inclusion and is an equal opportunities employer. We aim to create a welcoming, respectful and safe environment for all members of our community, from every ethnicity, gender, sexual orientation, age, ability/disability, religion and background. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive. To enable us to make any reasonable adjustments, please let us know what you would require when you submit your application.

Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The Trust may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application.

The post is exempt from the Rehabilitation of Offenders Act 1974. The Trust is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.



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