



Wren
Academy

Wren Academies Trust

Receptionist – 1 Year fixed term contract

Start date: Tuesday 26 August 2025

Closing date: 9.00am, Friday 1 August 2025

Candidate Information - June 2025



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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.

An exciting opportunity has arisen to work as part of a welcoming, talented and highly motivated administrative team at Wren Academy. The successful candidate will work on reception and within the student services team providing administrative assistance.

Our Learning Culture is important to us and we all work together every day to ensure a calm, purposeful environment. We achieve this through:

- Shared Goals and Vision- We know where we are heading
- Collegiality- We're in this together
- Continuous Improvement and Lifelong learning- We can always get better.

We make no excuses for having high expectations of staff and students. But 'High Challenge' is accompanied by 'High Support.' Middle and Senior leaders ensure that all staff are supported to bring out the best in themselves and others.

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 **Penny Culmer on 020 3150 4604**.

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



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.
- Excellent professional development opportunities including support for programmes of further study and planned career development. This includes the opportunity to study for NPQs.
- 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

Administrative Assistant - Receptionist

Salary:	£25,223 - £26,321 per annum
NJC Scale:	Point 6 – 9
Contract Type:	1 Year Fixed Term
Start Date:	Tuesday 26 August
Working Time:	36 hours per week, for 39 weeks of the year (term time plus the last week of the summer holidays). Monday – Thursday 10.00am-6.00pm Friday – 11.30am-6.00pm
Reporting to:	Office Manager
Job Purpose:	The purpose of the job is to be a key part of the reception and administrative teams of the Academy. The colleague in this role needs to be able to deal effectively and professionally with visitors, carry out general administrative tasks and have a flexible and positive attitude.

Duties

- To act as receptionist, greeting, assisting and directing visitors to the Academy, ensuring that entry is welcoming, safe and secure.
- To deal with the gate entry-systems, answer the telephone, and liaise with Site Services as necessary.
- To monitor the Academy camera system to support the safeguarding of the Academy students and staff.
- To help oversee the work of the Academy's student receptionists.
- To be responsible for all external communication to parents and carers, including letters and text.
- To ensure that the Reception area is kept in an appealing and appropriate condition.
- To help organise tours of the Academy, as necessary.
- To deal with Academy post.

- To carry out typing and spreadsheet work, including updating student contact details in-line with GDPR for the all through school.
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- To be responsible for all external communication to parents and carers, including letters and text.
- To ensure that the Reception area is kept in an appealing and appropriate condition.
- To help organise tours of the Academy, as necessary.
- To deal with Academy post.
- To carry out typing and spreadsheet work, including updating student contact details in-line with GDPR for the all through school.
- To undertake other general administrative tasks as directed by line managers or the Academy Leadership Team.
- To manage lost property for the all through school ensuring lost items are returned.
- To liaise with Academy staff to organise effective procedures for hosting visitors.
- To cover the role of other reception staff when necessary.
- To assist with preparation of display materials and be responsible for the community board.
- To ensure that all staff badges are created and ready for Academy events.
- To be a First Aider.
- To take part in the Academy's staff duty rota as appropriate.
- To be available for occasional work at Academy events, such as Open Evening.

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.

This Job Description is current at the date shown but, in consultation with you, may be changed by the Executive Principal, to reflect or anticipate changes in the job commensurate with the salary and job title.

Person Specification

Professional Skills and Experience

1. Experience in a similar role in either a school or other large organisation.
2. A professional manner, good telephone and communication skills are essential
3. An adaptable approach to work.
4. Good information technology skills. High level typing skills are essential.
5. Be able to demonstrate an understanding of secondary school systems.
6. A friendly, calm personality and excellent interpersonal skills.

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. Be part of a whole Academy team which seeks and develops a variety opportunities to support and work with students.
4. Have qualities which earn the trust and respect of students, staff, parents and governors.
5. Possess integrity, optimism, credibility, resilience, calmness and a sense of proportion.
6. Possess good written and verbal communication skills.
7. Be able to build constructive working relationships with local schools and colleges, employers and the local authority.
8. Appreciate the balance between academic and social development of young people, needed to create an outstanding school.

How to Apply

Application deadline

Completed application forms must be received by 9.00am, Friday 1 August 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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