



Wyvern St Edmund's
Academy

APPLICATION PACK



ADMINISTRATION OFFICER

REQUIRED FOR:
AS AVAILABLE

CLOSING DATE FOR APPLICATIONS:
9AM MONDAY 3RD MARCH 2025

GENEROSITY RESPECT ASPIRATION COURAGE EMPATHY



Welcome from the Headteacher

Dear Prospective Applicant,

Welcome to Wyvern St Edmund's Academy (WSE). As Headteacher, I am immensely proud to lead the school and serve its community of students, staff and parents/carers. WSE is a founding member of the Magna Learning Partnership, situated on the eastern outskirts of Salisbury with beautiful views over the Laverstock Downs to the east and Salisbury Cathedral to the southwest. We are proud of our reputation for high-quality teaching, excellent academic outcomes for our students and strong, effective pastoral care.

In September 2022 we legally opened as Wyvern St Edmund's Academy, enabling us to take full advantage of the benefits associated with inclusive coeducational learning and social development. Wyvern College and St Edmund's School were formally two separate schools, just a few yards apart: Wyvern for boys and St Edmund's for girls. Over the past 15 years the schools have worked closely together, sharing: expertise, staffing resources and mixed GCSE classes.

We have a tremendous team of support staff, teachers and teaching assistants - some of the most talented professionals I have ever worked with - all of whom are proud to work at WSE and passionate about educating, supporting and nurturing our young people. Our collective vision of helping each student to develop into the best version of themselves is at the heart of everything we do and motivates us to provide impactful teaching, comprehensive pastoral care and extensive extra-curricular provision. Moreover, our vision is rooted in Christian beliefs and values whereby we expect our students to use their developing gifts, talents and character to serve others in the local community and beyond (1 Peter 4:10).

Being a vibrant, happy and forward-looking school, WSE is without doubt a great place to teach. Our parents and carers are hugely supportive of the school and we pride ourselves on forming strong and effective partnerships with young people and their families: we work collaboratively throughout any challenges and rejoice in the many successes which come from being part of a wonderful school.

New staff joining the school can be assured of a warm, supportive environment along with excellent professional opportunities for all staff and a strong sense of shared vision and ethos: we help our students to become the best version of themselves in order to serve others. We want all of our students to use their gifts and talents to serve other people well. We are very proud of our caring Christian ethos that runs through every aspect of school life.

We have a close and positive relationship with Salisbury Sixth Form College (S6C) which is a short drive away from WSE. Our partnership with the college means that there are opportunities to work collaboratively with KS5 students and teachers.

I look forward to meeting you so that you can see for yourself just how great Wyvern St Edmund's is.

Yours sincerely

Mrs L Henderson
Headteacher

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About this Role

Thank you for your interest in applying for this post. This is an exciting opportunity to join a happy and successful school with excellent achievement and delightful students.

We require an organised and welcoming individual to join our Admin Team at Wyvern St Edmund's. We are particularly looking for someone who has excellent IT skills and is passionate about working in a school environment.

As part of our busy Admin Team the role provides the opportunity to contribute to and support a variety of tasks and school activities.

Experience of using SIMS (or other Management Information Systems) would be an advantage.

You will join an enthusiastic, forward thinking and supportive team in an innovative environment.

This position is:

- Permanent;
- 21 hours per week, Weds - Fri 8am - 3:30pm (including a 30 minute unpaid break);
- Term Time (39 weeks per year);
- Required: As soon as available;
- Salary: Grade D. FTE salary of £24,597. Pro-rata salary of £12,008;
- Closing date for applications: 9am Monday 3rd March 2025.

We are hoping for someone energetic, passionate and fun to work with. We are a creative and forward-thinking team who pride ourselves on developing positive relationships with students; we believe that being approachable and caring is what helps us safeguard students and drive progress.

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Why work at WSE?

We are committed to a staff culture where people feel well-supported, professionally engaged, challenged and valued. In turn, this culture enables our students to become the best versions of themselves because they are nurtured and inspired by a committed, happy staff team. We are very proud of the progress that students make here at WSE. We are committed to a process of constant school improvement so that our students are afforded every opportunity.

Staff wellbeing is at the heart of our vision and all staff, as our most important resource, are to be valued, supported and encouraged to develop personally and professionally within a vibrant, empathetic and caring community.

There are some additional perks that we are able to offer such as private healthcare, reduced corporate gym membership, free car-parking and the Wiltshire Rewards cashback programme, which staff really appreciate. Staff also benefit from our commitment to professional development and, in working as part of a multi-academy trust with four secondary schools, groups of subject leaders and teachers are able to meet regularly to share ideas, schemes of work and to moderate together.

Visit our website and see what our staff say
about [working at WSE](#)



Ofsted

The February 2018 Ofsted inspection recognised our 'relentless drive to raise standards' and praised the 'clarity of vision' and 'inspiring' ideas that we have.

In January 2020, Ofsted also observed that 'the move to combine Wyvern College with St Edmund's School has widened the curriculum available to students. An effectively planned curriculum means that students are learning well and students feel well cared for and know that there is always someone to whom they can go if they have a problem.'

GENEROSITY RESPECT ASPIRATION COURAGE EMPATHY

How to Apply

Please take time to look at the information about WSE through our website. Should you have any specific queries that are not answered by the information we have provided, or wish to visit the school prior to making an application, please contact our HR Team (hr@wyvernsted.s.org; 01722 328565).

Applications should be submitted via the TES Portal including a supporting statement detailing any relevant experience, skills or other information which you think makes you suitable for this particular role. Please try to include information that helps us get to know you as well as your professional skills.

Visit our TES Portal to apply: <https://www.tes.com/jobs/employer/wyvern-st-edmund-s-academy-1262445>

Should you require a hard copy of the application form, please contact HR to request this.

Safer Recruitment Checks

Wyvern St Edmund's are relentlessly focussed on safeguarding and promoting the welfare of its children and young people and expects all staff and volunteers to share this commitment.

Due to the nature of the position for which you are applying, and to ensure your suitability for this type of work, you will be required to apply for clearance from the Disclosure and Barring Service if you are successful in your application. This will take place before your appointment is confirmed. DBS clearance will be subject to continuous rechecking throughout employment. The clearance process will disclose details of formal cautions, reprimands and final warnings, as well as convictions. Having a criminal conviction will not automatically exclude you from employment – this will depend on the nature of the position, and the circumstances and background of the offences committed. However, it is an offence to apply for this role if the applicant is barred from engaging in regulated activity relevant to children.

Online searches with regards to information that is publically available online will also be carried out for all shortlisted candidates.

Equality

Wyvern St Edmund's will not discriminate in any area of employment and confirms its commitment to equality of opportunity in all areas. Applicants will be treated in a fair and equal manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.

WSE are committed to supporting flexible working and will welcome applications from those that wish to work flexibly.

GENEROSITY RESPECT ASPIRATION COURAGE EMPATHY

Job Description

Job Title: Administration Officer

Grade: MLP Grade D

Main Job Purpose: To provide a confidential and efficient administrative and supportive service to staff, students and parents. To provide a range of admin support to the school's administrative functions.

Main Duties

1. Undertake a range of office duties including the provision of administrative support to departments and staff, word processing, photocopying, filing and processing daily post.
2. With leadership from the Office Manager, undertake administration for whole school events i.e. Parents' Evenings, Prize Giving, Year 11 Prom, Year 5 Open Days and Summer School.
3. Provide Reception duties as required; welcoming visitors to the school, ensuring procedures are followed. Receive and prioritise incoming telephone calls, passing on messages as required. Liaise with staff, students, parents and outside agencies as required.
4. Provide administrative support, under guidance from the Office Manager, to the suspensions process;
5. Alongside other admin staff and, as required, co-ordinate arrangements for teaching cover in times of staff absence.

General

This is not an exhaustive list of duties and responsibilities, and the postholder may be required to undertake other duties which fall within the grade of the job, in discussion with the line manager.

This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the postholder.

The postholder may be required to work outside normal school hours on occasion, with due notice.

Supervision and Management

The jobholder has no regular responsibility for supervising staff but may be required to assist in work familiarisation for new recruits.

Job Description

Creativity and Innovation (Problem Solving)

Work is undertaken within a general framework of recognised procedures. There is scope for some limited interpretation on how they are applied in the light of the situation faced, e.g. in the compilation and presentation of information.

Key contacts and relationships

- Support Staff
- Tutors and teaching staff
- Students
- Parents/carers

Decision making

The jobholder carries out work within rules and procedures. The jobholder may make decisions regarding filing processes, organisation of paperwork etc. and organisation of their own work within the school office. The jobholder may make recommendations for improvements to administrative processes, the presentation of data and information related to the role.

Resources

The jobholder is expected to use school resources appropriately and with care, but is not personally accountable for their overall security.

Working Environment

There is contact with members of the public, parents, staff, students etc. There is regular background noise from students at certain times of the school day. The majority of time is spent using IT equipment.

Knowledge and skills

A good standard of practical knowledge and skills in IT together with excellent communication and reception skills are required.

Experience of a Management Information System (e.g. SIMS) in a school environment is desirable.

A willingness to be First Aid trained (if not already).

This job description will be reviewed annually as part of our Appraisal process and may be subject to amendment or modification at any time after consultation with the post holder. It is not comprehensive but sets out the main expectations of the school.