



Wren  
Academy

# Wren Academies Trust

Site Services Assistant/Officer

Start date: As soon as possible

Closing date: 9.00am, Monday 18 August 2025

Candidate Information - July 2025



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## 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

- Free refreshments all day and a daily lunch allowance.
- Excellent professional development opportunities including support for programmes of further study and planned career development.
- 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



## 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 provide assistance in the smooth running of the Academy's Site Services team.

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**



# Site Services Assistant/Officer

**NJC Scale Points 5 – 11**

**£29,313 – £31,937 per annum**

Working 52 Weeks per Year, 37 hours per week

Shift and overtime working will form an integral part of the requirements for the role.

## Job Description

### Purpose

To help efficiently and effectively manage the Academy site, buildings, grounds and associated services.

To help ensure the security of the premises and contents in accordance with agreed procedures and practices.

To help establish and manage a proactive Health and Safety Service throughout the Academy.

Some administrative tasks including the entry of any incidents onto our computer systems.

Assist in the day to day operation of the Academy's facilities including Health and Safety, Security, Waste Management, Maintenance and Cleaning.

Carry out tidying up and gardening duties.

Must hold a full clean driving licence, to be able to assist with driving the minibus when required.

### Contract Type

Permanent full time contract with 25 days annual leave.

### Reporting to

Senior Site Services Officer, Premises Manager and Finance Director.

## Duties

- To assist the Site Services staff and Senior Site Services Officer as appropriate in the running of the Academy's facilities.
- To help ensure that the building and grounds are maintained to preserve a smart and clean appearance on a daily basis.
- To assist with the supervision of cleaning staff.
- To take on day to day operational tasks where these have been delegated.
- To help maintain a health and safety culture by undertaking a variety of risk assessments, workplace inspections and checks and acting on any findings.
- To assist in the organisation of the Academy's capital works programme and help plan minor works with the site team during holiday periods.
- To help oversee Maintenance, including grounds occupied by the Academy, Equipment, Pest Control, Window Cleaning, and Waste Collection and any other external contracts.
- To help monitor and log gas and electricity meters.
- Help carry out, weekly fire alarm test, monthly emergency lighting checks and safety inspections to ensure the Academy complies with current regulations.
- To be a member of the team which supervises students during break and lunchtimes, carrying out duties as required.
- To cover duties for other departmental staff members, when required.
- To accept, log and deliver parcels.
- To help arrange room set ups and general portorage.
- To carry out any necessary checks in toilet areas and clean when necessary.
- To support the Academy in organising and running events.
- To perform cleaning duties when required.
- To assist lettings officers when required.
- To help manage use of, and to drive, the Academy minibuses. A driving licence is required to be able to drive school minibuses (training will be provided).
- Any other related duties as directed by the Executive Principal, Principal, Finance Director, Premises Manager, Senior Site Services Officer.

## 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 support the Academy's aims and to understand and carry out its policies.
- To understand that Wren Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## 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 for worship, and its status as a Church School.
- To show a record of excellent attendance and punctuality.

Wren Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  
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. Possess appropriate qualifications and/or experience in a similar role.
2. Be an excellent practitioner with the ability to inspire others.
3. Experience of working in a school desirable but not essential as training will be provided.
4. To have an understanding of school ethos and policies.
5. Show evidence of continued professional development.
6. Have relevant experience of working in comprehensive and multi-cultural environments.
7. Demonstrate success in raising or achieving standards.
8. Possess leadership and management skills.
9. To develop a sound technical understanding of school facilities management issues

## 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 them 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.
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, Monday 18 August 2025, however 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 and a formal 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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