



Vice Principal's Senior Assistant Wren Academy Finchley

Closing Date: 9.00am Monday 17 May 2021

Interview Date: After 17 May 2021



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



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Wren Academy Finchley

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Email: firstcontact@wrenacademy.org

Web: wrenacademy.org

Secondary Principal: John Keohane

Primary Headteacher: Louisa Taylor

April 2021

Dear Colleague

Wren Academy Finchley – Vice Principal's Senior Assistant

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

The information given in the documentation here and more general information elsewhere on the website should give you a clear understanding of the Academy. However, if you wish to find out more, or would like to organise a site visit, please contact Maria Bigg on wrenhr@wrenacademy.org.

If you decide to apply, please follow this guidance carefully. Your completed application form, together with a supporting statement of not more than two sides of A4 using 12 point Arial font must be with us by 9.00am on the Monday 17 May 2021, however applications will be considered as they are received. You may send your application in hard copy to the address above or by email to wrenhr@wrenacademy.org.

Finally, thank you for taking on the demanding and time consuming task of preparing your application for this role. I look forward to meeting you if you are selected for interview.

Yours sincerely

John Keohane
Secondary Principal

The Wren Academies Trust is committed to the highest standards of safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts which will be subject to enhanced checks.

The Trust embraces diversity and promotes equality of opportunity. We wish to further develop a diverse community and encourage applications from all sections of society.



**Wren
Finchley**

Vice Principal's Senior Assistant

NJC Scale Points 25-28 which is £31,552 - £34,207

Working for 52 Weeks per Year, 36 hours per week

Start date: As soon as possible, by arrangement

An exciting opportunity has arisen to work as part of our highly motivated administration team at Wren Academy Finchley. The successful candidate will demonstrate excellent communication and administration skills and a keen desire to learn. Training will be given where appropriate but relevant experience of working in a fast-paced administrative environment will be desirable.

Located in the London Borough of Barnet, Wren Academy is sponsored by the Church of England and Berkhamsted School. The Academy has developed a strong reputation for outstanding teaching and learning, as demonstrated by our Progress 8 figure, which places us in the top 100 schools nationally. We are an all-through school with an established Sixth Form and a primary phase which opened in 2015. The engaging curriculum and modern buildings have contributed to the Academy's notable success.

Wren Academy Finchley is a small Multi-Academy Trust (MAT) and plans are well advanced to build our second school in Enfield.

The successful candidate will be a key part of the Administration team assisting the Vice Principal. We require someone who is forward thinking, with good experience, able to work on their own initiative and who will bring enthusiasm to the role. The role will be working with students, staff and parents, so an ability to interact professionally on a number of levels is important and the ability to deal appropriately with confidential and sensitive information is a requirement.

Please note that we require the Wren Academy application form to be completed before we are able to consider your application. We do not accept CVs.

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WREN ACADEMIES TRUST

Wren Academy Finchley

Job Description – Vice Principal's Senior Assistant

Purpose: To provide confidential and highly professional support to the Vice Principal and to support the Academy Leadership Team.
To act as an ambassador for the Academy and the Vice Principal in all matters.

Reporting to: Vice Principal. As a member of the Academy's Student Services staff, the Vice Principal's Senior Assistant will be subject to the Performance Management procedures organised by the Finance Director.

Liaising with: Vice Principal, Principal, Executive Principal, Finance Director, Assistant Principals, Heads of Faculty, Teaching and Student Services Staff, Other staff with cross-academy responsibilities, suppliers, contractors, some external agencies and other visitors to the Academy.

Working time: Full time, 52 weeks per year with 25 days' annual leave to be taken during Academy holiday periods.

36 hours per week - Monday to Thursday 8.15am to 4.00pm and Fridays 8.15am to 3.45pm. There is a 30-minute lunch break each day.

Contract Type Permanent Academy Contract.

Key Tasks:

- To provide administration support to the Vice Principal including typing, filing and communication with colleagues and others.
- To organise and maintain the Vice Principal's diary.
- To carry out research tasks for the Vice Principal.
- To liaise with other Academy staff and others outside of the school, particularly parents, governors and representative of the local community.
- To take minutes at the Academy Leadership Team meetings in the absence of the Principal's PA.
- To carry out administration in order to assist the smooth running of the Governors' Students and Community Committee (these are evening meetings approximately three times per term).
- To manage the pre-approval of secondary phase trips, including adding them to the calendar.
- To administer the Academy's enrichment program and maintain this throughout the academic year.
- To administer the Academy's staff duty rota, on call rota and break and lunch rota and maintain these throughout the academic year.
- To provide Timetable support as necessary.

- To set up and maintain the Academy's secondary phase calendar.
- To provide administrative support for Focus Days
- To manage Performance Management documentation, including quality assurance mechanisms such as learning walks, lesson observations, feedback checks etc
- To assist the Vice Principal in the co-ordination of the School Development Plan.
- To assist with the co-ordination of curriculum information on the website.
- To co-ordinate and organise the after school and holiday revision classes.
- To liaise with the Data Manager set up and administer the Year 8 and 9 Preference/Options.
- To attend occasional evening events (e.g. Open Evenings).
- Along with other Student Services staff, carry out tasks (e.g. playground duties, tutorial support) which help build relationships between all staff and students.
- To carry out similar and additional duties when required by the Executive Principal or Vice-Principal.
- Take on similar tasks with the Multi-Academy Trust as it grows.

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 Academy 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, Principal or Vice Principal to reflect or anticipate changes in the job commensurate with the salary and job title.

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.

April 2021

WREN ACADEMIES TRUST

Wren Academy Finchley

Vice Principal's Senior Assistant

Person Specification

Professional Skills and Experience

1. Possess strong leadership and management skills.
2. Possess the ability to time manage and prioritise effectively.
3. Possess experience in a similar role, preferably within a school environment.
4. Be an excellent professional with the ability to organise and motivate others.
5. Show evidence of continued professional development.
6. Be aware of relevant health and safety and risk assessment in an office environment.
7. Be able to provide colleagues with support in administrative work.
8. Possess excellent typing, word processing and spreadsheet skills.
9. Demonstrate experience in setting up and operating effective management systems.

People, Relationships and Communications

1. Possess the ability to motivate and lead staff and have the capacity to build on the strengths and expertise of individuals.
2. Be able to articulate the management perspective to those that they lead, and other colleagues, in a constructive and professional manner.
3. Be able to relate to all students and staff in a positive and constructive way.
4. Be part of a whole Academy team which seeks and develops a variety of opportunities to support and work with students.
5. Possess qualities of integrity, calmness and good humour which earn the trust and respect of students, staff, parents and governors.
6. Possess, optimism, credibility, resilience, and a sense of proportion.
7. Possess excellent written and verbal communication skills.
8. Be able to build constructive working relationships with local schools and colleges, employers and the local authority.
9. Appreciate the balance between the academic and social development of young people, needed to create an outstanding school.
10. Be committed to maintaining a distinctive and inclusive Christian ethos in the Academy.

Selection Process Details

Application deadline

Completed application forms must be received by 9.00am, 17 May 2021.

Completing your application

Candidates are asked to read the details in this pack carefully, especially the Job Description and Person Specification. Please ensure your application fulfils all the criteria set out in the Person Specification and you present evidence of this. Please complete all the standard information required on the application form. Failure to provide information requested may lead to your application being rejected.

Your completed application and supporting statement should be emailed to wrenhr@wrenacademy.org. CVs will not be accepted.

Visits

Visits cannot be organised due to restrictions necessary to reduce COVID-19 transmission, however prospective candidates are encouraged to have a virtual meeting and tour. Appointments can be arranged by emailing wrenhr@wrenacademy.org.

Selection process

The selection process will consist of a combination of tasks and interview. Further details will be provided to the candidates shortlisted for interview.

References

Candidates are advised that references may be taken up immediately after shortlisting. Candidates are asked to ensure that their 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.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

April 2021