



Wren Academy Enfield

General Administrative Assistant

Closing Date: 9.00am, Thursday 17 October 2024



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



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Wren Academy Enfield

3 Chace Village Road
Enfield EN2 8GH

Telephone: 020 3150 4604
Email: enfield@wrenacademy.org
Web: wrenacademyenfield.org

Executive Principal: Gavin Smith
Vice Principal: Ertunc Hussein

October 2024

Dear Colleague

Wren Academy Enfield – Administrative Assistant

Thank you for your interest in Wren Academy Enfield. It is an exciting and important time as our Academy expands to encompass GCSE and Sixth Form year groups for the first time, so this Data Officer role is key to inform our leadership team in supporting staff and students at this critical time in their educational development.

The information given in the documentation here and more general information elsewhere on our website should give you a clear understanding of the Academy. However, if you wish to find out more, please contact Penny Culmer on 020 3150 4604.

If you decide to apply, please follow this guidance carefully. Your completed application form must be received by the Academy by 9.00am, Thursday 17 October 2024, however applications will be considered as they are received. A hard copy of your application can be posted to the address above or e-mailed to recruitment@wrenacademiustrust.org.

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

Yours sincerely

Ertunc Hussein
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.

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



**Wren
Enfield**

Administrative Assistant

**Full time position: Paid for working 40 weeks of the year, 36 hours a week.
Salary £24,459 - £25,583 per annum. NJC scale point 9-13**

Start date: As soon as possible

An exciting opportunity has arisen to work as part of a welcoming, talented and highly motivated team at Wren Academy. The successful candidate will provide assistance in the smooth running of the Academy and support the Student Services Office Manager.

Wren Academy Enfield is the second school of the Wren Academies Trust which is sponsored by the London Diocesan Board for Schools and Berkhamsted School.

It was initially modelled on the successful Wren Academy Finchley but every effort has been made to ensure that a distinctive ethos and approach is created which matches the needs and aspirations of the students who join the school. The fifth year of students will join us in September 2024, that year being the first with GCSE exams being sat.

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 would be beneficial.

The ability to work professionally and to deal with confidential and sensitive information is required. Relevant experience, together with the ability to interact appropriately across a number of levels, is also important. The successful candidate will demonstrate an ability to use their own initiative and to have a common sense approach.

Closing date: 9.00am, Thursday 17 October 2024

For an application pack, please see our website: [Recruitment - Welcome to Wren Enfield \(wrenacademyenfield.org\)](https://www.wrenacademyenfield.org)

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 Enfield

Administrative Assistant

Job Description

Job purpose: To both take part in and to be responsible for the effective operation of several of the Academy's administrative and 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).

Contract Type: Permanent

Duties:

- To manage the administration for the secondary phase transition including sending out packs, arranging the transition evening, communicating with parents and liaising with the relevant HoH. Requesting Safeguarding information from primary schools and updating Management Information System (MIS) accordingly.
- To be responsible for all aspects surrounding the administration of all secondary phase CAT testing including communication with parents and primary/feeder schools, attending school on the CAT testing day.
- Manage the administration of all secondary phase admissions, once a student has been admitted by the Executive Principal's PA.
- To be responsible for the creation of all student files with the administration team, making sure that all student information both hard copy and electronic (CTF) are collected from previous schools in line with Academy policies.
- To be responsible for school photographs including booking, planning, managing the day and updating the photographs on the MIS system.
- To be responsible for Free School Meal applications ensuring MIS is updated as appropriate.
- To be responsible for the administration of Positive Contributions for the Academy.
- To be responsible for the creation of the 100% attendance reports and the reward trip reports to ensure that students are rewarded in line with our policies.
- To be responsible for the production and maintenance of the Community Service log, including distribution to Senior Leaders.
- To be responsible for sending out the summer mailing.
- To provide cover for Reception/Reprographics/Duty Desk areas from time to time as required.
- To take part in the Academy's staff duty rota.

- To be a core part of the first aid team.
- To attend occasional evening events (e.g. Open Evenings).
- 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 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.
- To lead colleagues line managed through their performance management process, setting targets and ensuring these are properly reviewed.

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.

October 2024

WREN ACADEMIES TRUST

Wren Academy Enfield

Administrative 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, Thursday 17 October 2024.

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 recruitment@wrenacademiestrust.org. CVs will not be accepted.

Selection process

The selection process will consist of a combination of tasks and an 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 your 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.

October 2024