

Recruitment Brochure

SEND Administrator Officer

To start as soon as possible



A fantastic opportunity to join our team as our SEND Administrator Officer

To start as soon as possible



We Are The Wren.

A school that puts its staff at the centre. A community that is built on the values of Kindness, Ambition, and Respect with ethical, honest leadership at every level.

We are committed to this because people matter.

We are an organisation that values individuals.

It is why we pay our teachers more than other local schools, why we not only support but embrace flexible working opportunities to suit the needs, lifestyles and career paths of our team.

It is why we have a culture of growth and development that provides the opportunities for everyone to flourish through bespoke professional development and a climate of coaching.

It is why we believe that you shouldn't always have to say 'no' because of work. Why we recognise you as parents, partners, siblings and friends and that you shouldn't miss out on those key events and commitments.

It is why our wellbeing charter and committee ensure your health and wellbeing are front and centre. Why we give all staff a Wellness Day to take whenever they need, for whatever they want and why we offer extra days off by running twilight professional development sessions.

We Are Different. We Are Bold. We Are The Wren.

At The Wren, we challenge ourselves to become better day by day; driving our school community forward so that we can offer our students an exceptional education. We share an ambitious and inspirational vision that;

'Each child, regardless of background, will receive a world-class education and be nurtured, challenged and inspired to aim high'.

We believe that every young person must receive an exceptional education; one that nurtures a love of learning and empowers students to achieve their best, one that challenges, inspires and develops them as individuals and one that ensures all students have the tools to be fully equipped for their future.

The Wren is a local school for the local community and is part of Excalibur Academies Trust. This is an exciting opportunity to join our team as our SEND Administrator Officer. You will work closely with the SENDCo and SEN team to provide high-quality administrative support to ensure the effective coordination and delivery of Special Educational Needs and Disabilities (SEND) services.

This post is for 30 hours per week, term time only, plus 5 Inset Days, starting salary £30,279pa FTE with pay progression linked to local government SCP salary scale 13-17 (actual pro-rata starting salary £21,116pa). The Wren is a member of the Royal Berkshire Local Government Pension Scheme (LGPS), Employer Contributions are set at 22.6%.

If our vision, values and ethos match your own philosophy, then we hope you will take the next step and apply through My New Term. The closing date for application is 9am Thursday 10th September 2026, interviews will be held on Friday 18th September 2026.

Do not delay in applying early as suitable candidates may be invited to interview prior to the closing date.

The Wren is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Click [here](#) to read our Safeguarding Policy. Any appointment is subject to satisfactory completion of all relevant pre-employment checks. The Wren is committed to equality of opportunity for all staff.

We are committed to equality of opportunity, promoting and celebrating the diversity of staff, students and the community we work with. The Wren values everyone's contribution and ensures all have the opportunity to realise their potential in line with our #BetterNeverStops ethos. We welcome applications from talented people from all sections of the community who share our values and belief that all students, regardless of background, deserve a world-class education. Please click [here](#) to read our Privacy Notice for applicants.

Message from the Principal

Dear Applicant,

Thank you for your interest in joining the team at The Wren School. We are seeking to appoint a highly motivated, passionate, and organised team player to fulfil the vital role of **SEND Administrator Officer**.

At The Wren, we are driven by an ambitious and inspiring vision:

"Each child, regardless of background, will receive a world-class education, and be nurtured, challenged and inspired to aim high."

This vision motivates us to become better, day by day. We are incredibly proud that our 2026 Ofsted report recognised the strength of our provision and the positive, inclusive culture we have built. It is a testament to our ongoing journey to offer our students a truly exceptional education, built firmly on our core values of **Kindness, Ambition, and Respect**.

We are fortunate to learn and work in a fantastic environment with modern, spacious, and well-resourced buildings. As a proud member of the Excalibur Academies Trust, we also benefit from close collaboration and shared expertise within an excellent network of schools.

Students at The Wren are confident, respectful individuals who are proud of their school and the values we uphold. By joining us, you will become part of a deeply supportive staff network. We prioritise professional development and staff wellbeing, offering an extensive, bespoke internal CPD programme that has individual growth and collaborative practice at its core.

We are not a school that sits still. I lead a bold, creative, and forward-thinking team dedicated to continually advancing the educational experiences of our students and our wider community.

If you are passionate, ambitious, and share our belief in what our students can achieve, I would be absolutely delighted to receive your application.

Applications must be submitted by **9am on Thursday 10th September 2026**.

I warmly encourage you to visit us to get a feel for our culture and explore if this is the right school and opportunity for you. Please contact Lynn Smith at lsmith@wren.excalibur.org.uk to arrange a time to come and see us.

I look forward to meeting you soon.

Kind regards,



Mr John Salberg
Principal



Message from Nick Lewis – CEO, Excalibur Academies Trust

Excalibur Academies Trust is a wonderful place to work. We really do benefit from having such a diverse range of schools and people in our organisation. No matter what your role, you are valued for who you are, and the ideas and energy that you can bring to our Trust. We understand that every individual plays a vital role in our Trust's success. While working in education offers immense rewards, it can also be challenging at times. If you choose to join our team, we'll make sure you feel appreciated and supported in your journey with us.

Whether you are an Early Career Teacher ready to embark on your first teaching role; an experienced professional eager to take on leadership roles in subjects, departments, or specialisms; or someone passionate about making a difference in children's lives, Excalibur Academies Trust is the place you can thrive.

We are proud that both teaching and support staff are encouraged to pursue development opportunities across our academies. Our comprehensive recruitment and retention strategy is designed to offer you excellent career prospects, including progression, acting-up roles, secondments within the Trust, and ongoing professional development. As you grow professionally, so do we.

It's the people in our Trust that make it a special place to work. Investing in you is crucial, which is why we offer a range of outstanding benefits. We are dedicated to making staff health and wellbeing a strategic priority, with strong leadership commitment to our Wellbeing Strategy.

We really look forward to welcoming you to our unique and supportive Trust!

Message from Julia Cottee – Chair of Governors

The Wren opened its doors to 73 students in 2015, with the vision that *"Each child, regardless of background, will receive a world-class education and be nurtured, challenged and inspired to aim high"*. We are now the secondary school of choice in West Reading, with places hugely over-subscribed, and with modern high-quality facilities.

The Wren is a free school founded by a parent proposer group (the West Reading Education Network), formed to serve the families of Central West Reading. Reading has consistently been one of the most popular places to move to in recent years, and with hundreds of houses and apartments being built in the town centre, close to future Crossrail links, the demand for school places is growing all the time. However, the only schools actually located in the centre of the town are selective, necessitating many children to travel out to the suburbs, or even beyond the borough, to access secondary school education. Although The Wren is located near to other secondaries, we stand out due to our nurturing ethos, our dynamic curriculum in a 3-year KS3 and transition support from KS2, our high level of curriculum resources, especially for the Arts, and welcome towards young people's diversity, and our enthusiastic and caring staff.

Having experienced such a challenging and rapid journey of expansion, change, burst in popularity and building work over the initial years as a standalone school, we joined Excalibur Academies Trust in 2019, to help us to continue to strive to provide a world-class education to our students, in a collaborative partnership which allows us to draw upon their expertise, whilst still ensuring our unique identity and approach.

We look forward to receiving your application.

About The Wren

The Wren is a thriving and growing 11-18 secondary school based in the heart of the local community. Reading is a vibrant town with a thriving centre sited on the River Thames and River Kennet. A historic market town with many shops and restaurants and fantastic opportunities to explore a huge number of local and regional attractions. The school is situated in West Reading, with easy access to the M4 and excellent rail links to London and across the country.

Our first cohort of Year 7 students arrived in September 2015 and we moved into our state of the art, modern buildings in September 2018. These fantastic buildings provide us with spacious and well-equipped learning environments that inspire our students to continue to strive for excellence. In September 2020, we were delighted to welcome our first Sixth Form cohort.

As a school, we value community cohesion and are proud to be part of the Excalibur Academies Trust and its excellent network of schools. Founded in 2012, EAT is a multi-academy trust that prides itself on a special blend of independence and collaboration. Their vision is to provide an excellent education empowering individuals to thrive and grow within a caring, aspirational and outward looking culture. They believe in investing in staff to ensure they attract and retain talented, dedicated people who are committed to changing children's lives for the better. With a strong track record of raising the achievement of disadvantaged pupils across the trust, it is their mission to promote social mobility and personal fulfilment through the transformative power of education.

Our rich and purposeful curriculum offers a wide mix of academic and practical opportunities. We challenge our students to explore, discover and learn new things, and inspire them to dream and think big. We aim to create independent, creative and confident individuals who are skilled and ready for the world, and resilient to the challenges they might face.

We have an unrelenting focus on quality first teaching and learning, with an exceptional staff team who are committed to creating 'Inspirational Classrooms'. We expect and encourage the highest standards of attitude, behaviour and commitment from staff and students alike.

Our students follow a three-year Key Stage 3, studying a wide range of subjects to prepare them for Year 9 - a year of choice and decision-making about GCSE subjects and the next stage of their educational journey. All students will have the opportunity to select a personalised combination of subjects that will allow them to reach for success at the end of Key Stage 4 in Year 11. We hope that each student's journey with us continues into our sixth form where we provide a range of qualifications to meet their needs and open up opportunities as they step into the world of work or continue onto further study at university.

Staff Wellness Room

Staff wellbeing is a priority here at The Wren. September 2023 launched the Staff Wellness Room.



The space is a work free environment accessible before, during and after the school day where staff can visit if feeling anxious, experiencing menopause symptoms or to take time out to tend to their own personal health needs.

The Wellness Room has been designed to offer maximum relaxation by offering different seating options in a natural environment filled with light. Whether you prefer the soft velour comfort of a sofa, the hug of a high back chair or to squish yourself into a beanbag the options are there!

Two respite zones are also available for when you just need time alone. The zones offer a reclining lounge chair to put your feet up, and offers massage seats, air conditioning units and Sad lamps whilst screened from the wider room by a hand-woven rattan partition.

In the wicker baskets around the room, you will find mindful colouring accessories, relaxation and mindfulness books whilst fresh, chilled water and our fruit basket supports staff personal health.



Our centre piece of the Wellness Room is the “Yinshi Meditation Pod”



- ✓ Designed to improve workplace mental health and employee wellbeing.
- ✓ Provides a mental nudge to help teams adopt a more regular self-care.
- ✓ Made with calming natural materials.
- ✓ Sound proofed to provide a quieter, tranquil space.
- ✓ Wheelchair accessible.



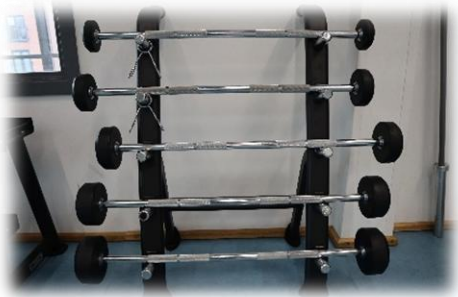
Unlock Wellness at Work @ The Wren's Onsite Gym

At The Wren, we are committed to supporting the wellbeing of our staff. We understand the importance of maintaining a healthy work-life balance and want to ensure our team has the resources to stay healthy, both physically and mentally.



As part of this commitment, all staff members have access to our fully equipped onsite gym. Our gym is available free of charge and is exclusively for staff during the following times:

- 6:15am – 8:00am
- 4:15pm – 7:00pm



The gym offers a wide range of facilities, including cardio equipment and weights, to suit various fitness needs. Whether you're just beginning your fitness journey or maintaining an existing routine, the convenience of having a gym right onsite makes it easier than ever to prioritise your health and fitness.



Wren mission

At The Wren, we challenge ourselves to become better day by day; driving our school community forward so that we can offer our students an exceptional education. We are not a school that will sit still. We are restless and will be bold. We share an ambitious and inspirational vision which motivates us, and our students, to be the best that we can be ensuring that:

*'Each child, regardless of background will receive a world-class education and be **nurtured, challenged and inspired** to aim high.'*

Our Wren mission is simple, **'We will do everything better, because Better Never Stops'**.

This mission sets our five simple, clear and robust aims where we will have;

1. An ambitious curriculum that enables all students to make exceptional progress.
2. A great and growing teacher in every classroom.
3. Intervention that is impactful for all students in our community.
4. A culture of ambition and success where everyone at The Wren engages in wider learning opportunities.
5. A culture of ethical leadership where all leaders plan strategically, looking at the bigger picture.

These are the standards that we commit to as we continue our journey together.

Views from our staff

'In my time as an NQT at The Wren I felt fully supported by all members of staff. Having an NQT co-ordinator that knows each staff member's strengths allowed me to observe best teaching practices of areas that I needed to develop. From my first experience of visiting during my PGCE year, to the years since my NQT year, I have always felt that staff look out for each other's wellbeing and will always support each other' – **Luke, teaching staff.**

'I come from a corporate background and this is my first school job. I love working at The Wren, my colleagues are friendly, kind and supportive. It is nice to know that I make a difference to children's lives with the work I do and I find my job very rewarding' – **Anita, support staff.**

'I started working at The Wren in 2016, at the time there were just 88 students and a handful of staff based in a very small number of temporary buildings. For me, being part of creating a school has been an amazing experience – there has literally never been a dull moment as the school is still constantly evolving, bringing moments of pride and challenge in equal measure! The staff here are friendly, helpful, team players and definitely very willing to be hands on. Having recently added 'Sustainability Representative' to my remit, The Wren has definitely proved to be my most interesting finance role! ' – **Lorraine, support staff.**

'My favourite thing about working at The Wren is the sense of teamwork that runs through all the departments. You're never alone after a tough day and there is always someone to seek advice from – whether they are in your department or not' – **Simon, teaching staff.**

'I have been fortunate to work at The Wren since 2016. The warm and friendly nature of everyone who works here – makes it a lovely place to work. The support you receive from the Senior Leadership Team and the rest of the staff is second to none. The fact that I can make a contribution to the education of the diversity of the students we have at the Wren gives me satisfaction every day. No two days are the same but it is that variety that makes it so enjoyable' – **Heather, support staff.**

'The Wren is a particularly supportive environment with ample professional development opportunities. As an NQT and now RQT I feel incredibly invested-in and lucky to have been nurtured throughout the early stages of my career. I cannot imagine being surrounded by more passionate people than those at The Wren and I am grateful for the opportunity to continue to develop at this wonderful school' – **Sarah, teaching staff.**

'I have worked for the Wren for 6 years and have enjoyed becoming part of the Wren team. I still look forward to coming to work and feel a sense of belonging. My current job role is Office Manager, which entails dealing with parents/carers/students and teachers. Every day is different and you can always expect the unexpected. We work as a team and support each other. I would encourage anyone to come and work at The Wren' – **Lyn, support staff.**

Professional Development (PD)

**The culture to Professional Development at The Wren School is simply
– *Better Never Stops*.**

We value your professional growth. We believe all staff come to work each day intended to do fulfil their role as effectively as they can, as a result we have a purposeful approach to professional development, driven by you, the professional, guiding your own development through bespoke PD pathways, personalised goals and considered whole staff programs.

*Additionally, we believe that well-being is exceptionally important, as a result, with staff voice, we have combined all our briefings and meetings into **one meeting night only** for the vast majority of colleagues.*

This program includes a range of offers:

1. **Weekly directed time training & meetings:** these take place on Monday's, **3.15pm–4.30pm**. The structure of these meetings is:
 - **Briefing** – key information for the week.
 - **Focus** – a sharp training item focused on our Academy Improvement Plan.
 - **Department collaboration** – the majority of directed time is spent in your department team, collaborating and developing expertise.
2. **INSET training** usually centred around one core theme.
3. **Induction:** we offer an extended series of induction sessions through our bespoke professional development package to help staff settle into life at The Wren.
4. **Twilight training**, this is to replace two INSET days a year to allow staff additional days at home. These two days are replaced by nine 75-minute twilights, where staff opt into a series of sessions selected from a range of bespoke PD pathways. These pathways have been developed in collaboration with middle leaders and as a response to staff voice for a personalised approach to staff learning.
5. **Restless Breakfasts:** an opportunity to be involved in a current, and topical, discussion with members of school staff. Of course, breakfast is provided. Colleagues are available to contribute session topics for discussion.
6. **Bespoke Professional Development:** there is a vast and exceptional bespoke professional development package offered at The Wren which considers your personal development and potential onward career development should you wish to progress in role. This training is focused around five key attributes in role, which are:

Leadership	Thinking	Aspiration	Resilience	Knowledge
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Suggested activities and optional professional development sessions are provided through the Senior Leadership Team.
7. **Coaching:** every member of staff has the option to have a coach from our group of *Better Never Stops Coaches*.
8. **Research Groups:** we have two research groups which staff can become involved in, these groups support us to develop each area of the school in a collaboration and progressive manner, considering what a breadth of research informs us, alongside staff, student and family voice. These groups are based on Curriculum and Inspirational Classrooms & Behaviour.

PD JOURNAL

BETTER NEVER STOPS



Performance Development

Excalibur, our Trust, have the right approach to performance management, where in fact the focus is performance development. All staff engage in a Professional Learning & Development Procedure (PLDP) which allows staff to centre goals focused on their professional growth. At The Wren we personalise this process through termly Better Never Stops conversations and we allow staff to work on one goal at a time or parallel goals, whichever they prefer. These conversations are focused upon the member of staff and their successes, barriers and goals for the onward year, or term. These conversations combine one-to-one conversations with collaborative triads, led by an Olevi trained coach from within our staff body. This works separately to performance management, which is based upon professional trust.

Early Careers Teachers

As a school, we fully support the statutory guidance for induction. We work with the Swindon & Wiltshire Teaching School Hub & Ambition Institute to support our early career teachers through a package of localised and centralised training whilst working closely with our Appropriate Body – United Learning at Swindon & Wiltshire Teaching School Hub to ensure this provision is the best it can be. Our induction is rigorous and bespoke, ensuring the support of both an Induction Tutor and Mentor.

Looking after our Team



CULTURE

1. Our **CULTURE** is one of kindness, integrity and respect. We will challenge each other at every level to make decisions which, embody our core values and actively recognise & celebrate success.

2. We **TRUST** that staff will come to work every day in a professional and determined manner. As such our performance development approach is personal, colleague centred and self-driven.

3. We promote research driven practice and as a result will share our **RATIONALE** for any changes to policies, practices and procedures.

4. **PROFESSIONAL DEVELOPMENT** matters and we offer bespoke professional development to all colleagues.



WELLBEING

1. Our **STAFF WELLNESS CENTRE** is a space entirely for you to relax and recuperate, unlike anything you will have seen before.

2. We have a **WELLBEING GROUP** who collaborate with leadership to ensure that wellbeing is both a priority and consideration.

3. We offer all staff a **WELLNESS DAY** once a year to spend as they wish.

4. Staff **MENTAL HEALTH** matters: our HR team can offer free counselling guidance should this be beneficial.

5. No one is expected to respond to **EMAILS** out of school hours. We publish a two working day response expectation to all members of our community.

6. Our wellbeing group consider systems which **PROMOTE** staff check in's, looking after each other and do fun stuff!



COMMUNICATION

1. Our **COMMUNICATION POLICY** informs all community members of expected conduct and standards towards our staff.

2. **COMMUNICATION** channels are clear to all colleagues and our **SCHOOL CALENDAR** is accurate and accessible.

3. **STAFF VOICE** matters. It is sought through regular *Feedback Loops* surveys.

4. Staff are **CONSULTED** on critical change in the school and our active **RESEARCH GROUPS** promote the importance of staff input.



SUPPORT

1. We are committed to create a **COHESIVE and SUPPORTIVE** community with the highest aspirations for all students.

2. We believe in **COLLABORATION** between staff, families and students with the goal of achieving the best possible outcomes.

3. We promote an **OPEN-DOOR** policy; this applies to classrooms and office doors. Sharing good practice, ideas and giving feedback is critical ensure each of us are the *best we can be*.

4. We **PUBLISH** 1265 and where staff are not directed to attend, e.g. at a parents evening (because they do not teach this group) then this can be considered, additional PPA and wellbeing time.



CLASSROOM PRACTICE

1. There is no expectation to complete individual **LESSON PLANS**.

2. Our **FEEDBACK POLICY** encourages flexibility, freedom and professional judgement to positively influence workload.

3. We have open **DATA COLLECTION**, which means that high stakes assessment to inform a data collection point is actively discouraged.

"The Wren will be a school where wellbeing is at the heart of our provision; where every single one of us is committed to our work and vision, balanced with time to enjoy life beyond The Wren."

At TWS it is our belief that...

whilst staff are passionate and diligent in their work and expected to embody the mind-set of "Better Never Stops", this should never be at the expense of other important roles in their lives. Here at TWS, we appreciate that staff may also be a partner, parent, sibling and friend and they should never have to say "no" due to work.

2026-27 Job Description

Job Title	SEND Administrator Officer
Report to	SENDCo
Hours	30 hours per week, term-time only, plus 5 Inset Days. Permanent contract.
Salary/pay grade	The starting salary is £30,279pa FTE with pay progression linked to the local government SCP salary scale 13-17 (actual starting salary £21,116pa).
Start date	As soon as possible

Job Purpose

The SEND Administrator Officer is responsible for providing high-quality administrative support to ensure the effective coordination and delivery of Special Educational Needs and Disabilities (SEND) services. The role supports the implementation of statutory SEND processes by maintaining accurate records, coordinating meetings, managing communications with families and professionals, and ensuring compliance with relevant legislation, policies, and timescales. The SEND Administrator Officer works collaboratively with internal teams, schools, external agencies, and families to facilitate efficient service delivery and contribute to positive outcomes for children and young people with special educational needs and disabilities.

Key Responsibilities

- Work flexibly with the SENDCo to ensure a coherent approach to all aspects of SEND takes place within the School.
- Contribute to the creation, development, implementation and operation of procedures and processes which allow effective liaison with internal members of staff and external agencies.
- Act as first point of contact for the SEND department, directing enquiries to the most appropriate person and providing advice and guidance where possible.
- Support the SENDCo with diary/ calendar management including liaison with external agencies and arranging meetings.
- Liaise with parents, students and outside agencies to facilitate the booking of appointments and arranging schedules for specialist services.
- Maintain and update school information, student files, records and databases, ensuring accurate electronic and paper filing of students records.
- Organise rooms for outside agency support.
- Confidential liaison with the Senior Leadership Team, Teaching and Support Staff as necessary.
- Co-ordinate and undertake general administration including the procedural arrangements for identification, assessment and provision for SEND students.
- Coordinate and ensure that all Annual Reviews are scheduled to take place within statutory timescales and that all relevant parties are invited.
- Preparing Annual Review paperwork, including requesting and collating Teacher feedback, producing reports, updating relevant documentation and ensuring all the required documents are sent to the Local Authority securely, in line with statutory deadlines.
- Collate and report on the expected EHCP funding from the Local Authority and send the funding request within the appropriate timescale, to ensure termly funding entitlement is received.
- Ensure the authorisation of invoices / requests by the SENCO lead and raise Purchase Requisitions and department ordering as required.

- Uploading SEN information / confidential reports onto school networks and online systems to ensure the through-flow of information to teachers and relevant staff. This includes managing the addition / removal of students from the SEND register.
- Ensure that confidentiality is observed at all times and abide by the data protection act.
- Ensure the safe disposal of confidential waste;
- Prioritise workload to ensure the completion of work to specific deadlines;
- Prepare paperwork for outside agencies (EHCP Needs Assessments, Education Psychologist, Speech and Language Therapist etc) and co-ordinate agency timetable to ensure students receive their allocated time with the service.
- Liaise with Admissions to forward SEN information / student records to transfer schools.
- Arrange for the appropriate questionnaires to be completed by Parents, Students and Teachers to facilitate the completion of CAMHS referrals.
- Maintain the CAMHS and Educational Psychologist referral spreadsheets, ensuring they are updated as and when action is taken, or new information is received.
- Provide Progress Leaders with information as required, such as for referral, prior to exclusions or similar.
- Support SENDCO with managing all aspects of record keeping in relation to students access arrangements including the process of assessment for access arrangements.
- Process referrals and organise 1:1 or small group tuition from external providers when required and keep spreadsheet updated
- Liaise with Primary / Feeder schools and external services to ensure that all SEND information is received in a timely manner and uploaded / stored inline with our data protection policies.
- Act as the first point of contact for an issues in relation to Provision Map, raising any functional issues to the Provision Map helpdesk and be responsible for the setting up / removal of staff as required.

Safeguarding

- Work in line with statutory safeguarding guidance and the school's child protection and health and safety policies;
- Work with the designated safeguarding lead (DSL) to promote the best interests of students, including sharing concerns where necessary.
- Promote the safeguarding of all students in the school.

Other duties

- To undertake any further duties as outlined by the Principal or HR Lead provided that they are reasonable and appropriate.

Person Specification: SEND Administrator Officer

The post holder will be able to demonstrate:

Qualifications	Essential	Desirable
Good skills in literacy and numeracy; to hold a minimum of GCSE (A-C) or equivalent	X	
Experience	Essential	Desirable
Working in a school/college or administration environment	X	
Working with confidential and/or sensitive materials		X
Skills and knowledge	Essential	Desirable
Managing time and workload to meet deadlines	X	
Ability to use initiative	X	
High standard of communication (verbal and written)	X	
Competent with common IT systems, e.g. Microsoft Office, MIS)	X	
Time management and planning	X	
Work-related personal requirements	Essential	Desirable
Organised	X	
Ability to keep calm under pressure	X	
Ability to work well in a team, and independently.	X	
Ability to follow policies and procedures set by the school and external agencies	X	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X	
Commitment to safeguarding and promoting the welfare of children and young people	X	

Application Process

Applicants should apply through My New Term before the closing date, **9am on Thursday 10th September 2026**.

Thank you for your interest in this position.

Selection Procedure

Shortlisting will take place from 10am Thursday 10th September 2026.

Interviews will take place on Friday 18th September.

Further details will be sent to chosen candidates called for interview.

The Wren Safeguarding Statement

The Wren takes seriously its responsibility to protect and safeguard the welfare of the students in its care, because “the welfare of the child is paramount” (Children Act 1989).

The Child Protection and Safeguarding Policy recognises the significant role played by school staff in supporting vulnerable students. “Because of their day-to-day contact with individual children during the school terms, teachers and other school staff are particularly well placed to observe the outward signs of abuse, changes in behaviour or failure to develop” (Working Together under the Children Act 1989.)

This policy applies to all students, staff, governors, volunteers and visitors to The Wren, which recognises it is responsible for making referrals and not enquiries or investigations. All of the aforementioned people have a duty to report any safeguarding concerns to the school’s designated safeguarding lead.

The Wren Equality & Diversity Statement

We are committed to equality of opportunity, promoting and celebrating the diversity of staff, students and the community we work with. The Wren values everyone’s contribution and ensures all have the opportunity to realise their potential in line with our #BetterNeverStops ethos. We welcome applications from talented people from all sections of the community who share our values and belief that all students, regardless of background, deserve a world-class education.



@wearethewren



@wrenschool

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www.wren.excalibur.org.uk