



THE WELLS ACADEMY

Integrity Resilience Ambition

Welcome from the Principal

I feel incredibly privileged to be the Principal of The Wells Academy.

Education has the power to transform lives and it is our mission at Wells to provide our students with an education that allows them to live a life of meaning and purpose. By the end of Year 11, we want each of our students to be equipped with the knowledge, character and qualifications required to make a positive and lasting contribution to their family, community and the world.

At Wells, we strive for excellence and believe all children are entitled to an exceptional quality of education that is built upon a culture of high expectations, an ambitious and inclusive knowledge-rich curriculum and teachers that are inspirational subject experts. We are confident that this approach will empower our students to reach their full potential.

What makes Wells truly brilliant is our talented and dedicated staff and we are always keen to find people that are aligned to our mission. We extend an open invitation to colleagues wishing to visit us during the day to witness our academy 'in action' and are more than happy to meet with and talk to prospective candidates.

Thank you for taking an interest in our academy. We look forward to hearing from you.



George Coles
Principal, The Wells Academy



Who we are

Why do we exist?

We exist to provide our students with an education that allows them to live a life of meaning and purpose. By the end of Year 11, we want each of our students to be equipped with the knowledge, character and qualifications required to make a positive and lasting contribution to their family, community and the world.

What do we do?

We teach students a knowledge rich curriculum and support them to gain the very best qualifications.

How will we succeed?

1. Uphold a culture of high expectations
2. Develop an ambitious and inclusive knowledge-rich curriculum
3. Raise standards of expert, evidence-informed teaching

How do we behave?



Integrity

We are honest and do the right thing, even when no one is watching. We are always kind and courteous in our words and actions. We are courageous and stand up for what is right.



Resilience

We work hard and are self disciplined. We persevere when things get difficult. We embrace challenges as an opportunity to grow.



Ambition

We hold high expectations of ourselves. We resist making excuses. We form positive habits to achieve greatness.



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Office Manager

The Wells Academy is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: GAT 8 (£32,076 - £33,945)

Hours: 37 hours, per week

Contract type: Full time, permanent

Reporting to: Principal

Main purpose

To support the Principal in all administrative matters within the management of the academy.

Duties and responsibilities

- Manage the day to day running of the Office to include line management of office staff
- Providing clerical, secretarial and administrative support for the Senior Leadership Team and the Principal, including diary management, liaising with relevant parties to organise meetings, appointments and schedules effectively
- Provide full support in relation to the production of correspondence and records, including word processing, electronic and manual filing systems
- Ensure a professional and efficient reception
- Handle concerns from students' families
- Manage the admin inbox, directing and dealing with queries
- Manage the Single Century Record ensuring all DBS/ID documentation for staff/supply staff/contractors/external agencies are logged correctly
- Co-ordinate student details and action what information is required for the Principal, teaching staff and external organisations
- Ensure that the confidentiality of sensitive data is not compromised
- Ensure monthly timesheets are completed appropriately and authorised in accordance with the requirements of the Trust's financial procedure before submitting to the Central HR team
- Manage all aspects of routine and non-routine admissions for the academy ensuring the Admissions Policy is adhered to
- Manage the data systems for both staff and students in order to meet the requirements of both the Trust and external agencies i.e. Work Force Census
- Manage student files and CTF
- Assist with the coordination and facilitation of academy events e.g. Parents' Evening
- Assist the Finance Team with any internal financial procedures which may include raising of purchase orders, posting invoices, managing cash receipts and the petty cash account and recording goods-receipt in the financial system etc.
- Promote the vision and values of the academy to all stakeholders including families, visitors and the local and wider community
- Any other duties deemed appropriate to grade and skills

Person specification

Criteria	Qualities
Qualifications and training	<ul style="list-style-type: none"> • GCSE or equivalent level, including at least a grade 4 (grade C) in English and Maths • Relevant Business and/or Administration qualification
Experience	<ul style="list-style-type: none"> • Secretarial / Office Manager experience • Desirable: working within an educational setting • Carrying out administrative tasks • Dealing with face-to-face and telephone interactions • Working with children or young people • Working and collaborating within a team
Skills and knowledge	<ul style="list-style-type: none"> • Good oral and written communications skills • Ability to respond quickly and effectively to issues that arise • Ability to plan, organise and prioritise to meet deadlines • Ability to produce meeting minutes and documents of a high quality • Ability to use own initiative and take action accordingly • Excellent attention to detail • Ability to use IT packages including word processing, spreadsheets and presentation software • Ability to use relevant office equipment effectively • Ability to build effective working relationships with colleagues • Understanding of data protection and confidentiality • Understanding of safeguarding
Personal qualities	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the academy and getting the best outcomes for all students • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the academy • Commitment to a team approach; exchanging ideas and providing support to colleagues where needed • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Embraces change well • Deals with difficult situations effectively • Patient, flexible and adaptable, meticulous and conscientious • Maintains a high degree of confidentiality with regard to issues concerning members of staff and students • Responds with tact, sensitivity and awareness to students and families in relation to duties undertaken