



# THE WELLS ACADEMY

Integrity Resilience Ambition

# Welcome from the Principal

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

At Wells, our motto is 'Be Kind, Work Hard, Achieve Greatness'. This philosophy describes who we are and influences everything we do. We 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.

Our mission at The Wells Academy is to provide 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.

Thank you for taking an interest in our Academy, we look forward to meeting 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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## Administrator

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 5 £22, 369 - £24, 054 FTE (£19,413 - £20,875 Pro Rata)

**Hours:** 37.5

**Contract type:** Term time

**Reporting to:** Office Manager

### Main purpose

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

### Duties and responsibilities

- Produce, collate and analyse student reports, attending parents' evenings as required
- Support the PA to Principal/Office Manager with any duties deemed appropriate, prioritising workload in their absence
- Undertake routine administration tasks, including inventories, reports, data entry, etc.
- Provide clerical support, including word processing, photocopying, filing, faxing and emailing
- Sort and distribute incoming and outgoing mail and all incoming emails
- Collate and maintain databases and academy systems
- Monitor student attendance and advise SLT in the event of any patterns or concerns being identified
- Cover reception duties as necessary, be the first point of contact for families, students, visitors and staff coming into the academy
- Maintain diaries, arranging appointments/meetings as appropriate, including venues, facilities and refreshments
- Prepare and distribute documentation
- Keep visitors' logs up-to-date and inform relevant staff of all scheduled appointments
- Ensure confidentiality at all times
- Administer First Aid on completion of relevant training
- Any other responsibilities deemed appropriate to the level of post

### Other areas of responsibility

#### Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the DSL to promote the best interests of students, including sharing concerns where necessary
- Promote the safeguarding of all students in the academy

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that may be carried out. The postholder may be required to do other duties appropriate to the level of the role.

#### Person specification

Criteria	Qualities
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Educated to GCSE grade C standard in English and mathematics</li> <li>• Further qualifications related to the role</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven track record across a range of educational settings, demonstrating a wealth of experience and knowledge in securing sustainable improvements</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to build effective working relationships with staff and other stakeholders</li> <li>• Ability to adapt teaching to meet students' needs</li> <li>• Ability to build effective working relationships with students</li> <li>• Knowledge of guidance and requirements around safeguarding children</li> <li>• Good IT skills</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Uphold and promote the ethos and values of the academy</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Maintain confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> </ul>