

**Wren
Academy**

Wren Academies Trust

PA to CEO and Trust Senior Administrator

Closing date: 9.00am, Friday 26 June 2026

Start date: Monday 24 August 2026

Candidate Information – June 2026



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Wren Academies Trust

We are a dynamic and highly ambitious Trust committed to providing the best possible all round education to our pupils and students. Our purpose is to empower schools to create inspirational learning communities and a rich curriculum which enable all children to flourish.

Our Trust currently comprises of three schools:

Wren Academy Finchley

An all through school with over 1600 children aged between four 18.

Wren Academy Enfield

A secondary school which opened in 2020 and is set to grow in 2027 to over 1200 students with a strong academic Sixth Form.

St Mary's and St John's (SMSJ) CE School, Hendon

An all through school with over 1800 children aged between three and 18.

The three schools have experienced considerable success through impressive academic outcomes and achieving successful Ofsted and SIAMs reports. This has been achieved through a commitment to providing an excellent education with a focus on excellent personal development. As a result, all the schools are highly oversubscribed and have excellent reputations in their local communities and across London.

Our academies are also characterised by being rewarding places to study or work in with a focus on developing the quality of our relationships. Students and pupils like and respect each other and value their opportunities to learn. They get on exceptionally well with staff, as adults and children work together in a productive and trusting atmosphere.

Children thrive by being given a high degree of responsibility and this leads to high standards of behaviour and the creation of a caring environment where they feel secure. Student leadership is at the heart of our philosophy. We believe that pupils and students should be given every opportunity to learn, to encounter positive life experiences and to excel.

Underpinning all of our work with students and staff is our vision which is based on widely recognised Christian moral and social values and informs all aspects of our provision.

We have built communities which provide an education that enables all pupils and students to live in all its fulness both now and when they are adults. Our aim is that they become lifelong learners who reach their academic and social potential to make a positive difference to the world in which they live.

Thank you for your interest in working with us, we think you would have a fulfilling career and we welcome your application

Gavin Smith
Chief Executive Officer



Vision and Ethos

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

We aim to create an inspirational community of learning rooted in Christian values, providing outstanding educational opportunities and experiences for all students regardless of age, ethnicity, ability and background. We combine our ambitions for students' outstanding academic attainment with an emphasis upon their personal growth as individuals, citizens and active learners. The values and vision which grow from our Christian ethos have helped Wren create a positive and inclusive atmosphere, in which all students and their families are welcomed. We find that having many different faiths in a school and taking faith issues seriously, generates understanding, tolerance and mutual respect in young people.

We are inspired by the Biblical account of the encounter between Jesus and Zacchaeus to build a community and provide an education which enables all students to thrive and reach their full potential. This is done so that our community then has a positive impact on the world motivated by our foundational Bible passage: Do justice, love kindness, walk humbly with our God – Micah 6v8.

Academy Finchley is an inclusive, comprehensive school, welcoming students and staff from all faiths and none. As an all-through Church of England Academy, we are inspired by an encounter between Jesus and a tax collector called Zacchaeus. We believe that fairness, kindness and walking humbly with God (Micah 6:8) are the keys to full flourishing for all. Our Christian values are relatable to all students and staff, whatever their beliefs and personal convictions and provide a moral compass for helping students become the best version of themselves in both character and academic progress. To achieve this goal, we are conscious that good learning and behavioural habits should be taught. We use our '6Rs' framework to unite our Christian Vision with our ambition for academic progress by developing habits in students so that they become: Resilient, Relational, Redemptive, Reflective, Resourceful and Reverent.

We support and challenge each member of our community to experience life in all its fullness.

Vision and Ethos

'...with God, all things are possible.' Matthew 19:26

With Christ every day, every task, every situation, every relationship brims with divine possibility. God is always at work in our lives.

Our vision is drawn from Matthew's gospel in which Jesus is talking to his disciples about what they must do if they hope to inherit eternal life. Jesus's wisdom guides us to acknowledge that wealth is not material, but that true wealth is gained from working collaboratively for the common good. Here, Jesus speaks about the value of serving others in order to store up treasure in heaven. Our students will be equipped with the hope, ambition, qualifications and values necessary to meet the challenges of an ever-changing world, knowing that God is always at work in our lives. Our curriculum vision is rooted in our school vision



Wren Academies Trust

Personal Assistant (PA) to Chief Executive Officer (CEO) and Trust Senior Administrator

- Purpose** To provide high-level executive and governance support to the CEO, robust governance processes, and Trust-wide compliance. The role includes clerking the Board of Directors' meetings, overseeing policy management and reporting, and supporting central administrative functions including HR, finance and data protection.
- Reporting to** The CEO and the Trust Business Manager.
- Liaising with** Trust Directors and Governors, CEO, Finance Director, Trust Business Manager, Heads of School, Teaching and Student Services Staff, other staff with cross-academy responsibilities, suppliers, contractors, some external agencies and visitors to the Academy.
- Location** Based across all Academy sites, subject to the operational needs of the Trust.
- Working Time** Term time 38 weeks + 2 weeks out of term time = 40 weeks
36 hours per week - Monday to Friday (hours and working pattern to be agreed with line manager).
Occasional late working and overtime will be required.
- Salary** NJC 29-32, £38,126 - £40,784, subject to inflationary increase effective in September 2026.

Key Responsibilities

Executive Support to the CEO

- Provide a comprehensive, confidential PA service to the CEO
- Manage complex diary coordination, communications, and prioritisation
- Prepare reports, presentations, and briefings
- Undertake research and support strategic initiatives and Trust priorities

Governance and Clerking

- Clerk the Trust Board and Committee meetings, prepare agendas/papers, and produce high-quality minutes
- Track actions and ensure timely follow-up
- Maintain strong communication between Members, Trustees, and executive leaders
- Stay up to date with current and emerging best practices in this area, and proactively provide recommendations for consideration by the Trust Business Manager, Finance Director, and CEO



Governance Compliance

- Ensure compliance with the Academy Trust Handbook, ESFA, Companies House, and Charity Commission
- Maintain statutory registers and governance records
- Oversee returns, audits, and governance documentation
- Ensure compliance with GIAS (Get Information About Schools) requirements, including the accurate maintenance and timely updating of Director information, and coordinate the onboarding and offboarding processes for Directors.
- Liaise with the Trust's website administrator to ensure the Trust section of the Academy website is accurate and regularly updated

Trust Policy Compliance (Responsible Owner)

- Lead and manage the Trust-wide policy compliance framework, ensuring all statutory and non-statutory policies are current, approved, consistently managed, and aligned with regulatory requirements
- Develop, implement, and maintain a centralised policy lifecycle process, including creation, consultation, approval, publication, review, and archiving
- Act as the central coordination point between the Trust and academies, providing guidance on compliance requirements, supporting policy implementation, leading audits and compliance checks, and ensuring clear accountability for Trust-wide and locally delegated policies



Trust Administration and Central Team Support

- Support HR and Finance functions with administrative and project work
- Contribute to Trust-wide strategic projects and consultations
- Coordinate and draft responses to external bodies
- Assist with Data Protection Officer (DPO) processes, including subject access requests and GDPR compliance
- Provide comprehensive HR administrative support, including professional minute-taking at formal HR meetings (e.g. investigations, hearings, consultations) and drafting and issuing correspondence

General Administration

- Maintain accurate records and document systems
- Support Trust events and stakeholder engagement
- Ensure consistency and professionalism in all Trust documentation
- Provide flexible support across the central team

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 Trust'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

Other Specific Duties:

- Along with other Student Services staff, carry out tasks (e.g. break/lunch duties) which help build relationships between all staff and students
- 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

Wren Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

June 2026



Person Specification

Experience

Essential

- Experience providing high-level PA or executive support to senior leaders
- Experience organising formal meetings, preparing agendas, and producing accurate minutes to tight deadlines
- Experience managing multiple priorities, confidential information, and compliance-related processes in a fast-paced environment
- Experience of working within an educational setting, with a strong understanding of how schools and academy trusts operate.

Desirable

- Experience of supporting projects, service improvements, or organisational change initiatives



Knowledge and Skills

Essential

- Strong administrative, organisational, and time-management skills
- Understanding of governance and formal meeting procedures
- Excellent minute-taking, written communication, and attention to detail
- Ability to manage records, policy trackers, and other administrative systems
- Proficient in Microsoft 365 (Outlook, Word, Excel, Teams)
- Strong interpersonal and stakeholder management skills

Desirable

- Knowledge of academy trust governance, policy compliance, GDPR, safeguarding, and HR/finance processes
- A recognised clerking qualification, or willingness to work towards one

Personal Attributes

- Professional, discreet, calm, proactive, and resilient
- Collaborative, adaptable, and committed to high standards, continuous improvement, and the Trust's Christian ethos and values

Safeguarding and Other Requirements

- Commitment to safeguarding and promoting the welfare of children and young people
- Willingness to complete enhanced DBS clearance, travel between Trust sites, and attend evening meetings where required

Staff Benefits

- Two week October half term break
- Free refreshments all day and a daily lunch allowance.
- Excellent professional development opportunities including support for programmes of further study and planned career development.
- An exceptionally talented and mutually supportive staff team of teachers and student services colleagues. Our staff body is inclusive and representative of the community in which we serve. We have consistently recruited a talented and committed staff who share the ambition of creating a uniquely successful school
- All staff, whatever their role, are equally valued and the contribution of student services colleagues to the life and success of the Academy is celebrated
- Career development opportunities in a successful and growing Multi Academy Trust.
- Access to free counselling and other wellbeing support
- Onsite parking available

More details on the curriculum, structure and ethos of the Academy are available on our website, www.wrenacademyenfield.org



How to Apply

Application deadline

Completed application forms must be received by 9.00am, Friday 26 June 2026, but applications will be considered as they are received.

Completing your application

Candidates are asked to read the details carefully, especially the Job Description and Person Specification. Please complete all the standard information required on the application form. Failure to provide information requested may lead to your application being rejected. Please complete your application through [MyNewTerm](#).

Internal applicants should submit their personal statement to recruitment@wrenacademiestrust.org. Please note, your statement should not exceed two sides of A4 (Arial font size 12).

CVs will not be accepted.

Selection process

The selection process may have a combination of tasks, activities and panel interview. Further details will be provided to candidates shortlisted for interview.

References

Candidates are advised that references will be taken up immediately after shortlisting, unless requested otherwise. Please ensure that 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.

Equality, Diversity and Inclusion

The Trust is committed to inclusion and is an equal opportunities employer. We aim to create a welcoming, respectful and safe environment for all members of our community, from every ethnicity, gender, sexual orientation, age, ability/disability, religion and background. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive. To enable us to make any reasonable adjustments, please let us know what you would require when you submit your application.

Safeguarding

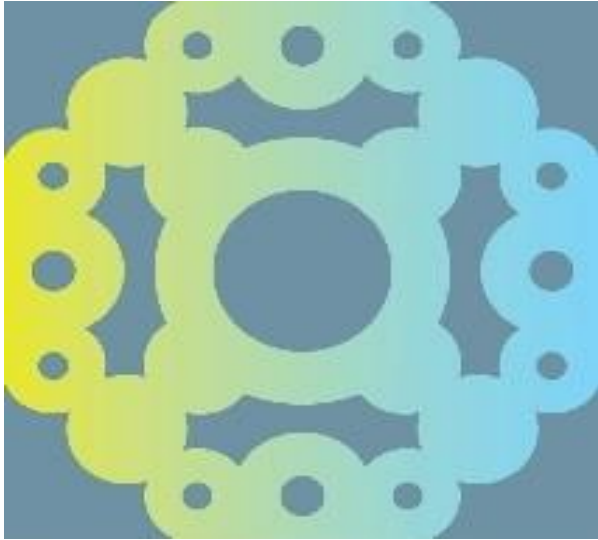
The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The Trust may carry out online searches on shortlisted applicants. You will be asked to provide details of your online profile, including social media accounts, as part of your application.

The post is exempt from the Rehabilitation of Offenders Act 1974. The Trust is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.



**Wren
Academy**

Wren Academies Trust

Wren Academy Finchley: Hilton Avenue, North Finchley, N12 9HB

Wren Academy Enfield: 3 Chace Village Road, Enfield, EN2 8GH

St Mary's and St John's: Bennett House Campus Sunningfields Road, Hendon NW4 4QR
Neale House Campus, Prothero Gardens, Hendon, NW4 3SL
Stamford Raffles Campus, Downage, Hendon, NW4 1AB