



LIONS
PRIMARY ACADEMY



RECRUITMENT PACK

Everybody working together to be the best they can be

WELCOME FROM THE HEAD



Jake Bailey

Headteacher

Thank you for taking the time to view our application pack and for your interest in joining us at Wellington Lions Primary Academy. This is a unique opportunity for the right candidate to join our warm and welcoming community, which is part of the successful Ascend Learning Trust. We offer a team that are energetic, creative, forward-thinking and always have our pupils' best interests in mind.

We are a 'Good' school and you can find the link to our most recent Ofsted inspection here: [Wellington Lions Primary Academy - Open - Find an Inspection Report - Ofsted](#)

Wellington Lions consists of a committed and supportive Senior Leadership Team who work closely with the staff, pupils, parents, and the wider community. The teaching staff are proactive, welcoming, and work closely as a team to problem solve with one another. Our pupils, 50% of whom come from a military background, are polite, well-mannered and want to learn. They are a real delight to work with!

Joining the Lions team gives professionals the opportunity to shape the educational provision for our pupils and actively contribute to the adaptation of our curriculum to ensure that it is fully reflective of the needs of our cohort.

If the prospect of being part of the journey to excellence excites you, please arrange a visit to see and feel for yourself how your next professional move could support us in that journey.

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Dear Applicant

Thank you for taking an interest in Ascend Learning Trust, where we pride ourselves on our core motto 'Together we Belong, Believe, Become'. As a community of schools, we strive to achieve this through our relentless commitment to our values of 'Compassion, Aspiration, Respect, Dedication and Integrity' for all of our students, with the potential of every individual within our community valued. As a result of our values, we strive to ensure that students receive an incredibly high standard of academic and pastoral care to enable them to leave school with the very best platform for their future. The schools within Ascend Learning Trust are a family, and as such they support each other to continuously improve, providing strength to each other.

As a mother of 3 children at primary, secondary and apprentice level, I know how important young people's school experience is and it is a privilege to lead an organisation whose purpose it is to support this. As the CEO of Ascend Learning Trust (from September 2023) I am fully committed, along with all of our staff to ensuring that each child's education is the very best that it can be.

This pack will give you details of the job description and list the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge and abilities required to do the job. It is important that you identify the competencies, experience, qualifications, knowledge and abilities that will be assessed by application form, as you will need to provide evidence that you meet these criteria.

References

We will require two satisfactory references before a job offer is confirmed; one of which must be your line manager / headteacher in your present or most recent employment.

If you are at school/college or are leaving university, please give details of the name and address of your Headteacher or tutor.

Please remember to check that your referees are actually available to provide a reference, as failure to do this could cause a delay in confirming your appointment.

All staff are required to undertake employment checks which include:

- References (for all staff and volunteers)
- Right to work in the UK (ID check)
- Qualification checks
- Barred List check
- DBS check (for all staff and volunteers)
- Childcare Disqualification check (primary only)
- Online Search checks
- Health checks

Yours sincerely

Jane Coley
Ascend Learning Trust CEO



JOB DESCRIPTION

The job description lists all the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge, and abilities required to do the job.

The criteria listed within the job description detail the areas which will be assessed at both application and interview. It is important that you identify the competencies, experience, qualifications, knowledge, and abilities that will be assessed by application form, as you will need to provide evidence that you meet the criteria.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the Trust brand style.
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, whistleblowing, confidentiality, and data protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.
- Participate in the Trust Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Promote the area of responsibility within the Trust and beyond.
- Represent the Trust at events as appropriate and as directed by the Chief Executive Officer.
- Support and promote the Trust ethos, vision, and values.



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Admin Assistant

Job Description

The Administrative Assistant will be responsible for providing administrative and operational support. You will be responsible for managing day to day operations, providing administrative services, and ensuring the smooth functioning of the school environment.

Key Accountabilities for Administration:

- Undertake routine administrative and clerical tasks associated with the role, including answering phones, emails and inquiries
- Undertake typing and word-processing and other IT based tasks
- Schedule appointments, organise meetings and co-ordinate events
- Administer first aid to students (and employees if required) including liaising with families. Ensure accurate records are maintained.
- Provide clerical support to staff, including photocopying, filing and data entry

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the Trust brand style.
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, whistleblowing, confidentiality, and data protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Promote the area of responsibility within the Trust and beyond.
- Represent the Trust at events as appropriate and as directed by the Chief Executive Officer.
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Person Specification

Knowledge & Experience Qualifications:

- 5 GCSE's including Maths and English or equivalent
- NVQ Level 3 or equivalent qualification
- Previous experience in administration
- Good general knowledge

Essential:

- ALT Safeguarding and GDPR training
- Extensive knowledge of Arbor
- Microsoft Office
- To work without supervision and within strict timescales often with conflicting priorities and in situations that can quickly escalate
- The ability to work with highly confidential information
- Excellent time management and organizational skills
- Requirement to hold a current First Aid at Work certificate (or willing to undertake).

Other:

- Positive relationships with children
- Ability to contribute constructively to a team.
- Understanding of Academy roles in relation to pupils' pastoral support.
- Excellent communication skills. • Systematic approach to work and the ability to prioritize.
- Ability to self-evaluate personal learning needs and engage with staff development opportunities.
- Understanding and respect for confidentiality in relation to all issues connected with the role.
- Team player
- Inter-personal skills
- Excellent ICT skills
- Commitment to whole staff, faculty and other meetings
- Well organized
- Good time keeping

Wellington Lions Primary Academy

The Wellington Lions Primary Academy is an ambitious, growing, and inclusive 4-11 primary school. We are based on the edge of the beautiful Salisbury Plain and serve the families of Tidworth.

The purpose-built school opened in 2014, based within a new housing development in NEQ (North East Quadrant), Tidworth and caters for 240 pupils from Reception through to Year 6. These are currently organised across 10 mixed Key stage classes, comprising of Reception, 3 mixed Years 1 and 2 classes, 3 mixed Years 3 and 4 classes and 3 mixed Years 5 and 6 classes. We have a strong military presence in our school, with over 50% of pupils from Service Families and this brings a uniqueness to our school, of which we are very proud.

Located within commuting distance of the towns and cities of Salisbury, Andover, Marlborough, Devizes, Swindon, and Southampton and enjoy direct rail links with London. We are based on the edge of the beautiful Salisbury Plain and serve the families of Ludgershall. We are proud to serve our local community, and with Tidworth serving as a 'super garrison' for the British Army a number of our students have at least one parent either actively serving in the armed forces, or a family history of service.



We currently have close to 300 students on roll in a mixture of 1 and 2 form entry classes, with potential to grow to full capacity of 420 pupils. We work very closely with our sister academy, The Wellington Eagles Primary Academy, based in Ludgershall and this gives scope for a variety of professional development opportunities for our staff across the two schools. Both schools are proud members of the Ascend Learning Trust.

Wellington Lions' recent Ofsted Inspection (July 2023) graded the school Good in all categories, with strengths highlighted in its curriculum and inclusive ethos.

At Wellington Lions Primary Academy, we firmly believe that every child in our care has the right to be truly inspired by an engaging and purposeful curriculum. 'Everybody working together to be the best they can be' is at the heart of everything we do, alongside our dedicated staff who are passionate about providing our children with enriching and exciting experiences. We actively encourage our pupils to show perseverance, respect, independence and to be daring and believe that this supports them on their journey to becoming life-long learners.

We support our children to grow into positive, well-rounded citizens and work alongside them to encourage our school values of PRIDE, Perseverance, Respect, Independence, Daring and Everyone working together to be the best they can be. By instilling these values, we give children the chance to shine and be proud of all that they achieve, both academically and personally.

Everybody working together to be the best they can be

Ascend Learning Trust

Welcome to Ascend Learning Trust, where we pride ourselves on our core motto 'Together we Belong, Believe, Become'.

As a community of schools we strive to achieve this through our relentless commitment to our values of 'Compassion, Aspiration, Respect, Dedication and Integrity' for all of our students, with the potential of every individual within our community valued.

Compassion

To always show kindness, inclusivity and empathy to each other and to encourage others to behave this way. To care for those around you and to consider the needs of all.

Aspiration

To 'dream big' and to set your goals with no limits. You work hard towards your goals and follow your dreams and always believe that anything is possible.

Respect

To treat everyone as you would always wish to be treated in both words and actions. This means listening to others, appreciating differences, showing kindness and always being considerate.

Dedication

Always try your very best to commit to and achieve all of your goals and never give up even when things are tough. Face challenges courageously and keep focused on your goals.

Integrity

Holding true to what you believe in and act in a way that shows this. Always be honest and if you are in the wrong accept feedback and apologise.

Our vision at Ascend Learning Trust is to create a sense of belonging for everyone. All our young people receive a holistic world-class education regardless of where they come from or their life challenges. They will leave their Ascend community with outcomes that opens doors to a fulfilling and successful future.

Together we **Belong, Believe, Become**





HOW TO APPLY

Please note CVs will not be accepted. You must complete the application in full giving details of all employment, training, and gaps in employment since leaving school.

Please ensure the closing date for applications is met, we cannot be held responsible for lost or late applications. Due to the large number of applications is it not always possible to respond to each application but we aim to respond within two weeks of the vacancy closing date.

If you would like to arrange a visit to the school, or for more information about applying, please contact the recruitment team on 01793 781485.

Applications should be submitted directly via MyNewTerm, you can access our careers page using the following link:

[Wellington Lions Primary Academy MyNewTerm](#)

