

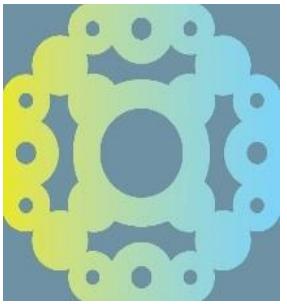


**Wren Academies Trust**

**Wren Academy Enfield**

**Administrative Assistant - Receptionist**

**CLOSING DATE: 9.00am, Monday 23 February**



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# Introduction to the Wren Academies Trust

Welcome to the Wren Academies Trust. The Trust began with the opening of Wren Academy Finchley in September 2008 which grew to become an all through school of over 1400 students aged between four and 18. It has become one of the most successful schools in the country, as it has gained an excellent reputation for the learning focused education offered to students combined with outstanding academic results. We are delighted to have then been given the opportunity to open our new secondary school, Wren Academy Enfield, which welcomed 184 pioneer students into our inaugural Year 7 in September 2020 and will continue to grow each year until it has over 1200 secondary students.

The Trust is proud of its success; Wren Finchley has received three outstanding Ofsted judgements, two outstanding SIAMs reports and achieved excellent GCSE and A Level results. Wren Enfield is already one of the most oversubscribed schools in Enfield with every sign indicating that it will be equally successful.

Whilst our high-quality lessons and enrichments make Wren schools rewarding places to learn or work in, perhaps the most unusual thing about our Trust is the quality of the relationships you will find within it. Students and pupils like and respect each other and value their opportunities to learn. They get on exceptionally well with staff, as adults and students work together in a productive and trusting atmosphere. Children thrive by being given a high degree of responsibility and this leads to the exceptional behaviour Wren is so well known for.

Student leadership is at the heart of our philosophy with curriculum advisers, lesson observers and interviewers working along with a more traditional student and pupil councils. We believe that Wren students are given unequalled opportunities 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 moral and social values and informs all aspects of our work. We have built communities which provide an education that enables all pupils and students to thrive. Our aim is that they become lifelong learners reaching their academic and social potential through a commitment to justice, kindness, and humility.

**Gavin Smith**  
**Executive Principal**

## Welcome from the Principal

Thank you for your interest in this post.

Wren Academy Enfield opened in September 2020 with a first cohort of Year 7 students and has then grown each year with the addition of a new year group. Our oldest students are now in Year 12, following the creation of our Sixth Form in September 2025, offering the full range of A Levels. We are now looking to recruit a Receptionist to join our student services team.

This documentation and the more general information on our website should give you a clear understanding of the Academy and our stage of development. However, if you wish to find out more, please contact Penny Culmer on 020 3150 4604

If you decide to apply, please follow this guidance carefully. Completed applications must be received by 9.00am, Monday 23 February 2026. However, applications will be considered as they are received.

Please make your application through [MyNewTerm](#).

Thank you for taking on the demanding and time consuming task of preparing your application for this role. I look forward to receiving your application and taking the next steps in the appointment process.

**Ertunc Hussein**  
**Principal**



# 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.



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

# Wren Academies Trust

## Wren Academy Enfield

### Administrative Assistant

### Receptionist

Full time position:

Paid for working 40 weeks of the year, 36 hours a week

Salary:

£24,459 - £25,583 per annum

NJC Scale:

Point 6 – 9

Start Date:

As Soon As Possible

#### Job Purpose

The purpose of the job is to be a key part of the reception and administrative teams of the Academy.

The colleague in this role needs to be able to deal effectively and professionally with visitors, carry out general administrative tasks and have a flexible and positive attitude.

Working Time: 36 hours per week, for 39 weeks of the year (term time plus the last week of the summer holidays)

Contract Type: Permanent

Reporting to: Office Manager



#### Duties

- To be responsible for the effective and professional operation of the Student Services Desk, this will include issuing vouchers, tablets and resources.
- To be responsible for the production and maintenance of Community Service Rota, including distribution to Senior Leaders.
- To create the Tutor Bulletin in a timely manner.
- To manage the distribution of the Academies Tablet Scheme.
- To cover for Reprographics when required
- To be responsible for the collation of Positive Contributions.
- To organise and order Stationery for the Student Services department.
- To assist with student enrolment, through the use of Admissions+
- To carry out typing and spreadsheet work, including updating student contact details in-line with GDPR.
- To undertake other general administrative tasks as directed by line managers, or the Executive Principal.
- To assist the Attendance Officer with attendance as and when required.
- To act as receptionist, greeting, assisting and directing visitors to the Academy, ensuring that entry is welcoming, safe and secure.
- To deal with the gate entry-systems, answer the telephone, and liaise with Site Services as necessary.
- To monitor the Academy camera system to support the safeguarding of the Academy students and staff.
- To help oversee the work of the Academy's student receptionists.
- To be responsible for all external communication to parents and carers, including letters and text.

- To ensure that the Reception area is kept in an appealing and appropriate condition.
- To help organise tours of the Academy, as necessary.
- To liaise with Academy staff to organise effective procedures for hosting visitors.
- To deal with Academy post.
- To ensure that all staff badges are created and ready for Academy events.
- To be a First Aider.
- To take part in the Academy's staff duty rota as appropriate.
- To be available for occasional work at Academy events, such as Open Evening.

#### 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 Academy'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

- 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.

This Job Description is current at the date shown but, in consultation with you, may be changed by the Executive Principal, to reflect or anticipate changes in the job commensurate with the salary and job title.



# Person Specification

## Professional Skills and Experience

1. Experience in a similar role in either a school or other large organisation.
2. A professional manner, good telephone and communication skills are essential
3. An adaptable approach to work.
4. Good information technology skills. High level typing skills are essential.
5. Be able to demonstrate an understanding of secondary school systems.
6. A friendly, calm personality and excellent interpersonal skills.



## People, Relationships and Communications

1. Be committed to maintaining a distinctive and inclusive Christian ethos in the Academy.
2. Be able to relate to all students and staff in a positive and constructive way.
3. Be part of a whole Academy team which seeks and develops a variety of opportunities to support and work with students.
4. Have qualities which earn the trust and respect of students, staff, parents and governors.
5. Possess integrity, optimism, credibility, resilience, calmness and a sense of proportion.
6. Possess good written and verbal communication skills.
7. Be able to build constructive working relationships with local schools and colleges, employers and the local authority.
8. Appreciate the balance between academic and social development of young people, needed to create an outstanding school.



## 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.
- A pleasant and attractive working environment. Our restaurant, centrally situated, is the heart and hub of our community. This provides a bright, clean, communal space where staff and students can socialise, meet and eat. Over the years, the restaurant has become the foundation for strong relationships across departments and staff groups ensuring that all staff benefit from friendship and support beyond their immediate teams.
- 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
- Children of colleagues working at Wren are given priority for a place.
- Talented, courteous and ambitious students
- 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 with plans to expand further.

The Wren Academies Trust is a MAT with plans to develop beyond two schools. This will provide further exciting professional development opportunities for the successful candidate.

More details on the curriculum, structure and ethos of the Academy are available on our website, [www.wrenacademyenfield.org](http://www.wrenacademyenfield.org)



# How to Apply

## Application deadline

Completed application forms must be received by 9.00am, Monday 23 February 2026, however 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](mailto:recruitment@wrenacademiestrust.org). Please note, your statement should not exceed two sides of A4 (Arial font size 12).

CVs will not be accepted.

## Visits

Visits to the academy are welcome. Appointments can be arranged by emailing [recruitment@wrenacademiestrust.org](mailto:recruitment@wrenacademiestrust.org) or by calling the Academy on 020 3150 4604.

## Selection process

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

## References

Candidates are advised that references will be taken up immediately after shortlisting. Referees should be 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 and all applicants will be required to provide details of their online profile, including social media accounts, as part of their 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 Enfield

