



V E N N

EDUCATION GROUP

Office Manager

Wragby Academy, Doncaster Road,
Wakefield, WF4 1QG

Appointment: July 2026 or September 2026

KS2–KS4 Specialist School (SEMH & SLCN)

Salary: Grade 8 – £36,363 - £39,152

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Welcome

Dear Colleague,

Wragby School is not simply a new school. It is a strategic commitment to reshape specialist provision in Wakefield.

Too many children with Social, Emotional and Mental Health needs and Speech, Language and Communication needs are currently educated out of area, or in provision that does not fully meet their needs. Wragby School is being established to change that.

We are seeking a team of people who understand that opening a school is not an administrative exercise. It is a moral responsibility.

Wragby School will open in September 2026 on a fully refurbished site in Nostell. It will grow to 120 pupils across Key Stage 2 to Key Stage 4. The school will specialise in SEMH and Speech, Language and Communication needs, with a smaller highly personalised pathway for pupils with more complex learning needs.

We expect Wragby to become a centre of excellence within three years. We expect a disciplined culture, a carefully sequenced SEND curriculum, strong reintegration pathways and rigorous safeguarding systems from day one. The staff team are essential in ensuring this happens.

If you are looking for comfort, this is not the role.

If you want to build something that will matter for children, families and the wider system, then I would welcome an application from you.

Dr Simon Witham

Chief Executive Officer



Venn Academy Trust and Venn Education Group

Venn Academy Trust was established in 2015 through the partnership of two Headteachers determined to build something different: a trust rooted in inclusion, discipline and high expectations.

Since then, Venn has grown to fourteen settings across four local authorities, spanning mainstream, specialist and alternative provision. Wragby Academy will become our fifteenth setting and our first school within Venn Education Group, extending our work into a fifth local authority, Wakefield.

Venn Education Group has been created to enable growth in specialist and independent provision where local sufficiency demands flexibility, pace and commissioning confidence. It allows us to respond decisively to SEND need while retaining the infrastructure, governance and operational strength of an established multi academy trust.

Our schools are independent in character and design. Each academy is shaped around the needs of its pupils and community, with its own curriculum model, staffing structure and operational approach. What binds them together is clarity of culture, disciplined safeguarding, strong behaviour systems and an unwavering belief that every child deserves a high quality education.

Venn has established a strong reputation for specialist provision across a broad range of need. This includes Social, Emotional and Mental Health needs, Speech, Language and Communication needs, Autism, Moderate and Severe Learning Difficulties, medical provision and alternative pathways.

Our expertise lies not in one category of need, but in building environments where complex learners can succeed.

Across our settings, we combine:

- Clear behavioural frameworks grounded in consistency and relational practice
- Carefully sequenced, ambitious curricula adapted to specialist contexts
- Strong pastoral and therapeutic systems
- Robust safeguarding and attendance processes
- Ongoing professional development through trust-wide leadership and training networks

From early years to post-sixteen, our work is built on the principle that inclusion must be academically ambitious. Support does not mean reduced expectation.



Our Values

Pioneer	We design provision that meets need rather than convenience. Where existing systems are insufficient, we build new ones.
Inspire	We develop resilient, confident learners who are equipped to navigate challenge and embrace opportunity.
Achieve	We expect strong progress and meaningful personal development for every pupil, regardless of starting point.
Collaborate	We work alongside families, commissioners and communities to secure sustainable outcomes.
Create	We build cultures where all pupils are welcome, known and supported to achieve their full potential.

Wragby School sits firmly within this ambition. It represents the next phase of our specialist development, grounded in experience, strengthened by infrastructure and driven by high expectation.

This is not an experimental venture. It builds on more than a decade of trust-wide work in specialist and complex provision, including the successful establishment and turnaround of settings serving pupils with significant additional needs. The systems, training and leadership capacity already exist within Venn. Wragby benefits from that foundation from the outset.

At the same time, Wragby is not simply a replication of existing models. It has been shaped in direct response to Wakefield's sufficiency needs and to the increasing complexity of pupil profiles across the region. It has been designed to combine structured behaviour frameworks with a carefully sequenced SEND curriculum, strong therapeutic support and clear reintegration pathways where appropriate.

The creation of Venn Education Group enables this provision to operate with the responsiveness required for independent specialist commissioning, while remaining anchored to the governance, financial discipline and school improvement capacity of Venn Academy Trust. This combination of autonomy and infrastructure is deliberate. It reduces risk, strengthens accountability and ensures that growth is sustainable.



Advert (*Office Manager*)

Start Date	September 2026 (or possibly July before the summer holidays)
Contract	37 hours per week, term time only plus 5 days in the holidays (200 days) Permanent
Salary	Grade 8 – £36,363 - £39,152 FTE (actual salary £32,509 – £35,002)
Location	Wragby School, Wakefield
Closing Date	11 July 2026
Interviews	TBC

Wragby Academy is a new 120-place independent specialist provision opening in September 2026 on the former Wakefield Independent School site. The school is being established through a strategic partnership between Venn Academy Trust, Venn Education Group and Wakefield Council as part of the local authority's long-term SEND sufficiency planning.

The academy will grow to full capacity over three years. It will serve pupils aged 8 to 16 across Key Stage 2, Key Stage 3 and Key Stage 4.

The core designation of the school will be Social, Emotional and Mental Health needs and Speech, Language and Communication needs. Alongside this, a small highly personalised pathway will support pupils with more complex learning profiles, including Moderate Learning Difficulties, Severe Learning Difficulties and Autism.

Wragby is not intended to be a holding provision. It is designed to become a high quality, locally delivered specialist school that combines structured behaviour systems, a carefully sequenced SEND curriculum and strong pastoral support.

An earlier start date will allow the postholder to work with the student in their current provision and support with the transition to Wragby School in September



The Role

This post exists to promote the school positively and provide information, advice and support to pupils, parents and members of the community

Under the guidance of the Central Team undertake financial tasks. Lead the administrative and organisational processes within the school including compliance, health and safety, and management of staffing records – taking advice from experts in the central team as necessary.

Also they will be the need to manage the internal support services within the school, under the direction of the Principal, and act as an expert for all things administration related.

You will:

- Lead the office function of the school
- Line manage office staff, site staff and lunchtime staff
- Support with the set up of systems and procedures for the new school with the support of the central team
- Coordinate the operational functions of the school including school dinners, ICT, data protection, social media, transport arrangements over the school site.
- Carry out in school HR tasks and in school finance tasks
- Support the Principal with admissions into the new school.
- Converse with parents

Job Description and Person Specification

Dignity at Work

To show, at all times, a personal commitment to treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). To assist in ensuring equal access to services and employment opportunities for everyone and to promote the Equal Opportunities in Employment Policy adopted by the Venn Education Group.

Overview

This is a rare opportunity to be part of a team that will establish and lead a new specialist school from first principles.

Wragby Academy will open in September 2026 as a 120-place specialist provision for pupils aged 8 to 16. The school will grow to full capacity over three years and will serve pupils across Key Stage 2, Key Stage 3 and Key Stage 4.

The core designation of the school is autism and complex neurodivergent profiles, including pupils whose needs may also present through communication differences, sensory regulation challenges and associated social and emotional barriers to learning. The provision has been designed to combine structured environments, carefully adapted curriculum pathways and strong pastoral systems.

The wider staff team be key in shaping the educational model, defining the culture, building safeguarding and operational systems, recruiting and inducting the founding staff team and ensuring the school opens with clarity and confidence.



Job Description and Person Specification

As a part of this role you will be expected to:

- To promote and safeguard the welfare of children and young people
- To lead on all aspects of recruitment including pre and post employment checks, initiating the DBS application process as appropriate and inputting onto the SCR, induction, probationary paperwork and training records, linking in with Venn Central for accountability
- Take a lead role in monitoring the attendance of staff, sickness absence, and other absences keeping personnel files up to date.
- Be familiar with, and adhere to, relevant school policies and procedures relating to HR, site, ICT, and administration functions and assist with development of these maintaining confidentiality and discretion at all times
- Manage the administration of invoicing, ordering and payroll systems.
- Support Venn Central in the planning, monitoring and evaluating and being aware of the school budget.
 - Maintenance of accurate records to produce monthly reconciliation of accounts
 - Management of all financial records
 - Responsible for financial administration procedures responsible for creating payments for suppliers by cheque or BACS and also responsible for reconciling the petty cash and school fund.
 - Maintaining Arbor in accordance with requirements
 - Manage stock levels to meet requirements in a cost effective manner.
- Manage manual and computerised record/information systems despite constant interruptions.
- Analyse and evaluate data/information and produce reports/information/data as required.
- Undertake typing and word-processing and complex IT based tasks in a busy school office environment.
- To lead the office team, in administering the administration of complex procedures.
- Complete and submit complex forms, returns etc., including those to outside agencies e.g. DFE, Admissions Team etc.
- Operate relevant equipment/complex ICT packages and use initiative to create systems to increase efficiency within the school office including



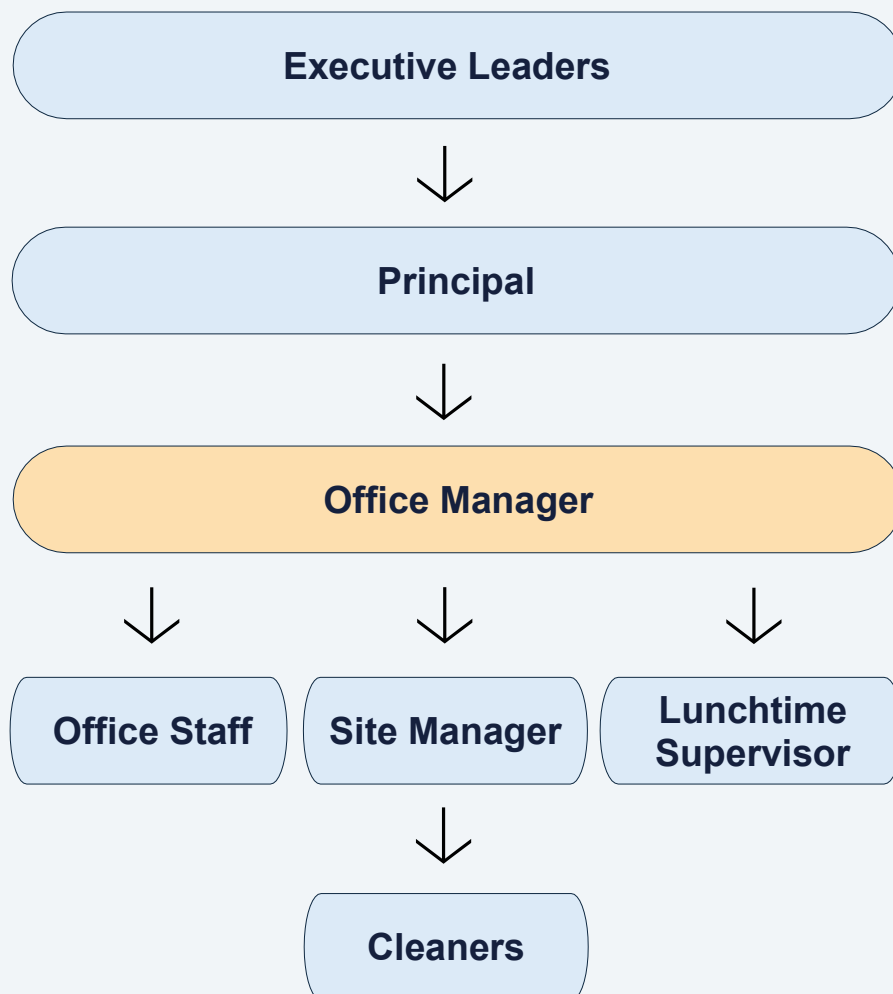
Access and Every and Arbor.

- Ensures Arbor and Access is kept up to date with new pupils and staff. Responsible for completion and submission of statutory returns e.g. Pupil and Workforce census, Staff Workforce Census etc ensuring all entries are correct.
- Monitor and manage stock and school assets, within an agreed budget, cataloguing resources and undertaking audits as required.
- Provide advice and guidance to staff, pupils and others.
- Manages our main school social media systems/electronic systems and ensures emails and other forms of communication are dealt with in professional manner.
- Undertake research and obtain information to inform decisions, creating reports and business cases where appropriate for all operational areas of the school support services.
- To carry out line management, appraisal, mentoring and training responsibilities as appropriate with office staff, site staff, cleaners and lunchtime supervisors, holding regular team meetings with managed staff under the direction of the Principal.
- Establish constructive relationships and communicate with other agencies/professionals. Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required. Recognise own strengths and areas of expertise and use these to advise and support others.
- To support with the development of policies and compliance relating to health and safety, and security, confidentiality and data protection across the school, reporting as appropriate, all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the schools Health and Safety policy

General

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The post-holder must be flexible to ensure the operational needs of the academy are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the school and before and after the school day.

Structure Chart



Person Specification

Aspects of Responsibility

Responsibility for Staff

The post holder will line manage office staff, lunchtime supervisors, and site staff.

Responsibility for Stakeholders/Clients

The post-holder is responsible for accurate record keeping
Responsible for ensuring important information reaches parents.
Responsible for presenting a friendly, welcoming reception to visitors, parents and members of the school community.

Responsibility for Budgets

Be responsible for the selection and management of resources, including management of admin budget and regular audit of resources.
Take a lead role in planning, monitoring and evaluation of budget.
Help ensure expenditure is targeted and spent appropriately to support any priorities.

Responsibility for Physical Resources

Responsible for equipment such as photocopiers, telephones, fax machine, office computers and other physical school assets.

Working Relationships

Within the school/ setting

Pupils, parents, staff, governors.

With Any Other Areas within Venn

Works with other schools within the Trust as and when necessary.

With External Bodies to Venn

Liaison with outside agencies, business, service providers.



Person Specification

List of Essential/Desirable Traits

The information listed as essential (shaded column) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only. Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS), T = Test/Assessment, P = Presentation.

Criteria	Essential	Desirable	How Identified
1. Education & Qualifications			
Educated to NVQ level 4, degree or significant equivalent experience	✓		AF,CQ
GCSE Eng and Maths	✓		AF,CQ
Other commercial qualifications		✓	AF,CQ
Finance / SBM qualification		✓	AF,CQ
Safeguarding level 1		✓	AF, CQ
2. Relevant Experience			
Experience of using computer information systems such as Arbor and Microsoft packages	✓		AF
Experience of managing administrative work and support services in a busy office environment ideally within an educational setting	✓		AF
Experience of complex administration procedures and compliance systems	✓		AF, I
Experience of financial procedures, ideally to an educational setting	✓		AF, I
Experience of supervising and line managing/organising staff of different disciplines	✓		AF
Managing health and safety, facilities		✓	AF, I
3. Knowledge, Skills & Understanding			
Motivation to work with children and young people	✓		AF, I
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		AF, I
Motivation to work with children	✓		AF, I
Ability to form and maintain appropriate relationships and personal boundaries with children	✓		AF, I
Good reading and writing skills	✓		AF, I
Effective problem-solving skills	✓		AF, I

Criteria	Essential	Desirable	How Identified
3. Knowledge, Skills & Understanding			
A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF, I
Know the importance of the impact of good first impressions	✓		AF, I
Knowledge of educational statutory returns e.g. pupil census, school workforce census etc		✓	AF, I
Working knowledge of current policy and practice relating to an education setting including safeguarding and data protection	✓		AF, I
Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people	✓		AF, I
Ability to exchange verbal information clearly and sensitively with children and adults	✓		AF, I
Pleasant, friendly telephone manner	✓		AF, I
Ability to negotiate with colleagues	✓		AF, I
Ability to complete forms legibly and accurately	✓		AF, I
Good written communication skills including complex report writing and social media messages	✓		AF, I





Venn Academy Trust and Venn Education Group are committed to safeguarding and promoting the welfare of its pupils and expect all staff and volunteers to share the commitment. Appointments will be subject to an enhanced DBS disclosure. Shortlisted candidates will be subject to an online search.

The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.

Criteria	Essential	Desirable	How Identified
4. Additional Requirements			
None			

5. Disclosure of Criminal Record			
The successful candidate's appointment will be subject to the Trust obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service (if ticked as an essential requirement).	✓		DBS Disclosure
If the post-holder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	✓		AF (after short listing)

Venn Academy Trust and Venn Education Group is committed to achieving fairness and equality in employment and welcomes applications from all sections of the community.

Our Trust is fully committed to safeguarding and promoting the welfare of pupils and expects all staff to share this commitment.

The successful candidate will be required to undertake an Enhanced DBS check.

Online searches will be carried out as part of Venn Academy Trust and Venn Education Group's recruitment due diligence for all shortlisted candidates, in line with Keeping Children Safe in Education.

