



The  
**Wellington**  
Academy



# RECRUITMENT PACK

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***Ambitious, Inquisitive and Independent***

# WELCOME FROM THE HEAD

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Thank you for your interest in joining The Wellington Academy. This is an exciting time to become part of our community, where every member of staff plays a vital role in shaping the futures of our young people. Our Academy is driven by a clear and compelling vision: to create an environment where students are supported to be ambitious, inquisitive, and independent. These values underpin our culture and guide the experiences we create both inside and beyond the classroom.

We are committed to nurturing ambition so that students develop confidence and a strong sense of purpose. We encourage inquisitiveness by fostering a learning environment where curiosity is welcomed and where students are motivated to deepen their understanding. We promote independence so that young people grow into resilient, responsible individuals who are prepared for the challenges and opportunities ahead of them.

As part of the Ascend Learning Trust, we benefit from being connected to a wider family of schools that share expertise, resources, and a commitment to excellence. The Trust's motto, "Together we Belong, Believe, Become," is at the heart of our ethos. It reflects our collective approach to education: staff and students belong to a supportive and inclusive community; we believe in the potential of every individual; and we work together to help each person become the very best version of themselves.

Our staff are central to our success. We recognise and value the passion, professionalism, and dedication that colleagues bring to their roles each day. In return, we offer a culture of collaboration, professional growth, and wellbeing, with opportunities to develop your expertise and progress in your career. Whether you are an experienced practitioner or at the beginning of your professional journey, you will be supported, encouraged, and empowered to make a meaningful impact.

At The Wellington Academy, you will join a team united by a shared purpose and inspired by the difference we can make. If you are driven by the belief that education transforms lives and you share our values of ambitious, inquisitive, and independent, we would be delighted to welcome you to our community.

**Together, we belong. Together, we believe. Together, we become.**

**Hannah Whitaker**  
Headteacher



*Ambitious, Inquisitive and Independent*



## 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.

*Ambitious, Inquisitive and Independent*



## **Job Description**

### **Role Summary:**

Assisting the Premises Manager in ensuring that all school site is maintained in a safe, clean and secure condition as required, and assisting in such tasks as may be necessary for effective site management. Deputising for the Premises Manager and assuming full responsibility for the full range of duties in their absence.

### **Key Accountabilities:**

- Maintain the building and grounds under the instruction of the Premises Manager/Head of Estates. This includes carrying out all testing of alarms, weekly and monthly checks for fire, water, heating and lighting.
- Deputise for the PM ensuring the security of buildings, site and resources. Able to deal with emergency issues as they arise, being the point of contact and offering advice on premises and H&S issues as and when they arise (Secondary only).
- Act as a designated key holder, providing out of hours and emergency access following initial assessment by a contracted 1st response key holder service.
- Respond to premises and minibus issues reported via the Trust's online helpdesk system.
- Take a proactive approach to identifying and actioning tasks that you notice in the course of other works around the site.
- Carry out first line repairs and maintenance within the scope of competence.
- Undertake and document regular health & safety and other routine checks as prompted by the Trust's online premises management system.
- Responsible for recording any necessary follow up action after checks and inspections undertaken.
- Take a share of responsibility for contractors while on site and ensuring work is completed to the required standard, co-ordinating projects where required.
- Responsible for the operation and management of systems including heating, cooling, lighting, security, and fire safety
- Set-up furniture, equipment, and facilities in preparation for school and third-party use
- Be aware of and report opportunities for improvements in safety, schools facilities or cost-savings
- Be a highly visible and proactive part of the school communities to promote positive, safe and welcoming environments for all users of the school's facilities.
- Logging and updating on the Every system


### **Supervision & management:**

- Liaise with cleaners and other contractors on site.

### **Resources responsibility:**

- Work safely at all times and ensure all work is within abilities and training and follow any safe working practices. Take responsibility for the safety of all those affected by your work and raise any health and safety concerns immediately with line manager.
- Play a full part in the life of the school communities, supporting ALT's distinctive ethos and encouraging staff and students to follow this example.
- Take responsibility for own continued skill development and identifying training needs
- Ensure appearance and dress are appropriate within ALT's policies
- Comply with ALT's Health & Safety policy undertaking risk assessments as appropriate.
- Be professional and courteous at all times to students, colleagues, visitors and others



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- Adhere to ALT's procedures on safeguarding, child protection and confidentiality, reporting all concerns to an appropriate person
  - Actively promote ALT's policies and procedures
  - Establish constructive relationships and communicate appropriately and openly with students, colleagues and others
  - Participate in training and other learning activities and performance development as required.
  - To work across other schools within the Trust.

Recognise own strengths and areas of expertise and use these to advise and support others.

### **Person specification**

#### **Qualifications:**

- Good general education, grade 'C' at GCSE (or equivalent) in English & Maths
- Site management experience Essential
- Recognised training/qualifications/experience associated with premises management is desirable.

#### **Key Contacts and Relationships:**

##### **Internal**

- Premises Manager, Headteacher, Head of Estates, Operations Manager, Premises teams

##### **External**

- Contractors, visitors

#### **Knowledge & Skills:**

- Strong communication skills to be able to communicate effectively with all sections of the school community.
- D.I.Y skills to undertake day-to-day repairs and maintenance of the school buildings.
- Understanding of the principles of health and safety in a school environment.
- Ability to work well as part of a team or individually as required.
- Ability to perform the physical tasks required by the post, including lifting, carrying and pushing.
- Willing to undertake training in relevant policies and procedures, including Health & Safety (e.g. COSHH, Fire Safety and PAT testing).
- Ability to work amongst young people with behavioural, emotional and social difficulties
- Ability to liaise with visitors, contractors and others in a diplomatic manner
- Basic computer skills
- Willingness to work flexible hours when required
- Full clean driving license



# The Wellington Academy

**The Wellington Academy is an ambitious, growing, and inclusive 11-18 school based on the edge of the beautiful Salisbury Plain.**

The Wellington Academy is an ambitious, growing, and inclusive 11-18 school based on the edge of the beautiful Salisbury Plain. It serves the young people of Tidworth and Ludgershall as well as the surrounding villages. The school is graded as 'Good' by Ofsted (October 2022) and in our recent Challenge Partners Review the school was graded as 'Effective' in all areas. Our vision is for all our students to become 'Inquisitive, Ambitious, and Independent' young people.

The school was opened in 2009 and as you will read later, we are fortunate to enjoy outstanding facilities. We currently have nearly 1150 students on roll, and this includes a growing Sixth Form of 150.

The school is a proud member of the Ascend Learning Trust.

We are proud to serve our local communities, 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.

The growth of Tidworth in recent years has supported the growth of our school and successful applicants will be joining The Wellington Academy at an exciting time in its development.

## **Our Facilities**

We are fortunate to enjoy outstanding and state of the art facilities in modern purpose built buildings. You have to visit our school to truly appreciate how special they are. Alongside fully equipped classrooms catering for all subject specialisms including Art, Science, and Technology our facilities include a 300 seat Lecture Theatre, a large Sports Centre, and a professional catering kitchen. In 2019 we opened the new 'Cowley Block' which provided us with additional classrooms to meet our growing student numbers.

## **Our Curriculum**

Our knowledge rich and diverse curriculum provides all students with a deep understanding of a wide range of disciplines. We challenge students and equip them with the skills needed to engage with all subjects including, literature, mathematics, the sciences, humanities, and the Arts. We teach our students to be inquisitive, to ask big questions, to challenge ideas and solve problems.

***Ambitious, Inquisitive and Independent***

# 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

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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:

[The Wellington Academy MyNewTerm](#)

