



Student Services Administrative Assistant

Wellfield Academy



Dear Applicant,

Thank you for your interest in the position of Student Services Administrative Assistant at Wellfield Academy.

The Endeavour Learning Trust board and I are delighted to provide the enclosed information about our School. I hope you find it helpful and on behalf of the whole school community, I would like to take this opportunity to extend a very warm welcome.

Endeavour Learning Trust is a growing Trust in the North West, currently spanning South Ribble, West Lancashire and North Sefton. In our family of schools at this point in our growth, we have four secondary schools and two primary schools formally in the Trust.

Our Trust is a mix of good schools and schools which have been in challenging circumstances. Where there has been work to be done, the impact has been rapid and significant. We are committed to growing our Trust further and we are strengthening our central team to ensure we have the capacity to continue to support where we are needed most. All of our schools and our staff provide us with rich opportunities to learn from and with each other.

We strive to ensure that our family ethos is tangible; that we work as a team; that we want the best for everyone. We are also staunch in our commitment to working in a way which protects the wellbeing of our staff; our commitment to reducing workload is non-negotiable. We seek to thrive; individually, collectively, in our classrooms, staffrooms, schools, our central team and across the Trust.

We hope the enclosed information will give you good insight into our School & Trust.

We look forward to viewing your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'DL', with a stylized flourish extending to the right.

David Clayton
Chief Executive

ENDEAVOUR LEARNING TRUST

OUR SCHOOLS





OUR SCHOOL

Dear Applicant,

Thank you for your interest in our vacancy at Wellfield Academy.

Wellfield Academy is an ambitious, growing and thriving school. At our school, students experience inspirational and challenging teaching, excellent pastoral care and a genuine belief that every child can succeed. The successful candidate will join us at an incredibly exciting time for the school. We are one of just a small number of schools nationally to be chosen for the Department for Education's Schools Rebuilding Project, which will see us move into a brand-new state of the art school in the coming years. In addition, our fantastic reputation in the local community has secured a significant growth in the number of students attending Wellfield. The number of families choosing Wellfield as their first-choice secondary school has more than trebled in the past three years and we are excited to welcome more staff into the Wellfield family as a result.

As a school situated in the heart of Leyland, one of our many strengths is our community spirit and family feel. Each student is known as an individual and supported by key staff, as well as being challenged to be the best they can be. At Wellfield, we believe that every child should be treated as we would want our own children to be. As a result, our students feel safe and valued in an environment where we find the right balance between support and challenge. Our mantra is 'Nothing but the Best' and this permeates everything that we do for every student and every member of staff. Our family ethos is tangible: we work as a team, and we want the best for everyone.

We are dedicated to developing students who are aspirational, inclusive of one another and rooted in their community. We are extremely passionate about ensuring the successful development of each individual child within an ambitious learning environment. Our students behave well, and they thrive in our warm and inclusive environment. We are proud of our significant improvement over recent years, and we will continue to provide the very best for each and every one of our students. However, we are also staunch in our commitment to doing this in a way which protects the wellbeing of our staff and our students. Our commitment to reducing workload is non-negotiable. We seek to thrive; individually, together, in our classrooms, staffrooms, schools and right across the Trust.

As our new Administrative Assistant, you will be joining a well-established and enthusiastic team at Wellfield Academy, where you will not only have the support of your immediate team members, but the expertise of the Endeavour Learning Trust central team.

We hope the enclosed information about the role will encourage you to apply.

Yours faithfully,

Mr J Lewis
Headteacher

Student Services Administrative Assistant

Wellfield Academy

Full time, Permanent, Term time only (plus two weeks)

£23,151.49 - £23,893 pro rata

£20,606 - £21,266 per annum

We have a fantastic opportunity to join our school and become part of the community impacting positively on young people's lives. We are looking for a professional and dedicated Admin Assistant to support various Student Services departments within our School, both administratively and operationally.

The successful applicant will be a positive, flexible and motivated individual with personal drive. You will have a calm, organised nature, with the ability to work professionally to strict deadlines, responding effectively and efficiently to challenges. You will be able to communicate confidently and effectively, in varied situations. You will have the ability to work both as part of a team and independently, maintaining a positive and successful working relationship with colleagues.

In return we can offer you:

- A supportive and encouraging team of dedicated staff
- A fantastic Local Government Pension Scheme
- Free on-site parking
- A modern, well-resourced school environment with brand new build planned for 2025
- 24/7 access to employee wellbeing package
- Encouragement of further and continued professional development
- Term time only employment which supports long holidays

This is an exciting time for Wellfield Academy as we are one of the first schools in England to benefit from the Department for Education's £1 billion School Rebuilding Programme; this funding will enable Wellfield Academy to deliver modern state of the art facilities for students, staff and the wider community which will significantly improve the learning environment which will enable everyone at the school to flourish.

ADDITIONAL DETAILS

37 hours per week, working Monday to Thursday 8:15am - 4:15pm and Fridays 8:15am – 3:45pm. This post is full time hours, permanent and term time only plus two weeks (inc inset days)

HOW TO APPLY

To apply, please complete an application form in full and send to vacancies@endeavourlearning.org along with a personal statement to support your application and outline the relevant experience you can bring to Endeavour Learning Trust.

Applications should be submitted by 9am on Thursday 22nd February 2024

Interviews are to be held Tuesday 27th February 2024

If you require any further information please contact our Recruitment Manager, Mollie at m.fairhurst@endeavourlearning.org or on 01772 817904

SAFEGUARDING

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

Please note that in line with Keeping Children Safe in Education, an online search will be carried out as part of our due diligence on shortlisted candidates.

JOB DESCRIPTION



STUDENT SERVICES ADMINISTRATIVE ASSISTANT

To take a leading role on the administration of the School's Pastoral and Behaviour department. Working directly with Students and Staff to support the implementation of our Pastoral and Behaviour systems.

To provide support to various Student Services departments within our School, both administratively and operationally.

To liaise and confidently communicate with parents, visitors, external agencies, staff and students.

Main Duties

- Taking an operational lead on the implementation and maintenance of the school's Pastoral and Behaviour administration systems
- Collate and deliver work as required to students working in alternative settings
- Assist in maintaining contact with students' families/carers when required
- To offer daily and regular support the PDC Team on all administrative tasks relevant to the smooth running of the department
- To provide administrative and operational support to our SEND department and House Progress Leaders
- Manage the supervision of students excluded from or not otherwise working to a normal timetable
- Collate information and maintain student records
- Provide routine clerical/administrative support including booking parental meetings, liaising with external agencies etc
- To contribute to the collection of pupils from classrooms and escort to the Personal Development Centre
- To ensure appropriate work is available for students that have been removed and are on internal exclusion
- Maintain good working relationships with students, staff and parents to ensure positive outcomes for students
- Undertake reception duties including answering telephone and responding to routine queries and enquiries: greeting visitors, room bookings
- To undertake any additional identified training as appropriate to better support you in your job role
- Ordering supplies and equipment/maintain stock.
- Be competent in use of Microsoft Office packages
- To answer the telephones courteously and with sensitivity and confidence, using initiative as required and forwarding detailed messages as appropriate.
- To undertake lunchtime duties
- To attend staff training as appropriate
- To take reasonable care for the health and safety of both yourself and others with whom you come into contact and who could be affected by your work.
- To comply with the school's health and safety rules, reporting any health and safety concerns to the Trust's Estate Manager.
- To work within the Trust's policies and procedures

- To support and encourage the Trust's ethos and its objectives, policies and procedures.
- To uphold the Trust's policy in respect of child protection and safeguarding matters
- Undertake any other duties reasonably requested by the Headteacher

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PERSON SPECIFICATION

	KEY CRITERIA	Essential (E)/ Desirable (D)
QUALIFICATIONS	NVQ Level 2 or 5 GCSE's (or equivalent) A*-C including English and Mathematics / Grade 9 to 5	E
	First Aid Qualification (qualification not essential at point of application as training will be given if required)	E
	DBS Clearance	E
EXPERIENCE AND KNOWLEDGE	Experience of working with or caring for children of relevant age	E
	Experience of working with students with medical needs	D
	Experience of working in a relevant classroom/service environment	D
	Experience of administrative work	E
	Experience of supporting pupils with challenging behaviour	D
	Experience of working within a school environment	D
SKILLS AND ATTRIBUTES	Ability to relate well to young people	E
	Ability to form effective and appropriate working relationships/boundaries with young people	E
	Capable of working effectively as a member of a team	E
	Excellent oral and written communication skills	E
	Time management skills	E
	Ability to prioritise conflicting demands and manage own workload effectively	E
	Ability to work accurately under pressure and to tight deadlines	E
	Efficient, meticulous and well organised	E
	Knowledge of concept of confidentiality	E
	Standard office practices and procedures	E
	Accuracy and attention to detail incorporating good numeracy and literacy and IT skills	E
	Adaptable with a flexible approach to work	E
	Operate a computer and other standard office equipment	E
	Maintain effective working relationships with school, staff and students and those encountered in the course of work	E
	Respond rapidly and accurately to situations	E
	Able to use own initiative and work independently with general supervision	E
	Understand and carry out written and oral instructions	E
	Operate a computer and other standard office equipment	E

	Possess cultural awareness and sensitivity	E
	Ability to deal with confidential matters in a professional manner and to maintain confidentiality	E
OTHER	Clearance through the Disclosure and Barring Service	E
	Compliance and adherence to the documents 'Keeping Children Safe in Education', 'Guidance for Safer Working Practice' & 'Guidance for Conduct'	E