



The
Wellington
Academy



Recruitment Pack

Ambitious, Inquisitive and Independent

ASCEND
LEARNING TRUST

Welcome, from the Head

Dear Applicant,

I am delighted you have shown an interest in joining our school community.

The Wellington Academy is a rapidly growing, popular 11-18 state boarding school serving the Garrison town of Tidworth (60% of our families are military) and the local community.

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

Our students' academic successes along with their achievements in so many areas of school life, in and out of the classroom, are only part of the Wellington story. Our young people are genuinely happy to be here, and the quality of relationships is a cornerstone of our community, the staff team are crucial in achieving this.

The Wellington Academy offers the opportunity to work in wonderful surroundings within a supportive community. It really is a fantastic place to work with staff encouraged to be lifelong learners, innovative in their thinking and reflective in their practise.

If the enclosed excites you, please arrange a visit to see and feel for yourself how you can be a part of our journey from 'Good' to great.

Kindest regards

Rob Wood
Headteacher





Welcome, from the CEO

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 newly founded 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 school age children at both primary and secondary 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 newly appointed 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.

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.

Further information about the Ascend Learning Trust and the Academies within it, is available on our website info@ascendlearningtrust.org.uk We hope you will feel inspired to apply to work within the Trust.

Yours sincerely

Jane Coley
Ascend Learning Trust CEO

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Premises Assistant



Salary: Grade E - £25,183-£25,992 (DOE) FTE

Type of role: Permanent and Full time

Closing date: Midnight, Sunday 12th January 2025

Interview date: w/c 13th January 2025

Anticipated start date: As soon as possible

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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Job description

Role Summary:

To provide caretaking support to the schools within the Trust, ensuring that the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards.

Key Accountabilities:

- Provide responsive, friendly, and school-focused premises services to the school as required.
- Proactively ensure the safety, tidiness, security, and comfort of school facilities and promptly and accurately report any defects or hazards identified in the school premises, procedures, working practices and equipment.
- Undertake a programme of compliance checks and inspections and keep written and electronic records, as directed.
- Provide general maintenance and housekeeping duties as appropriate to personal skill level. Appropriately identify any works required by outside contractors.
- Supervise contractors on site to ensure safe and appropriate working and compliance with safeguarding policies.
- Provide general caretaking services, including litter picking, sweeping, emptying bins, basic cleaning and use of pitch maintenance equipment.
- Provide welcoming customer to hirers of school premises.
- Act as a keyholder and provide reliable locking and unlocking services for school facilities.
- 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.

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.
- 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.

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- 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.

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.
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Person Specification

Qualifications:

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

Knowledge & Skills:

- General DIY Skills
- Enthusiastic team player
- Ability to work on own initiative.
- Have a positive can-do attitude, energy and commitment, and able to provide high standards of customer service
- Passionate and committed to the development of students
- Good time management
- Holder of Full UK Driving Licence



How to apply

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

[The Wellington Academy MyNewTerm](#)



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 it is 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, please contact the recruitment team on 01793 781485.

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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 200. We are one of the few schools in the country to offer state boarding in our purpose built Boarding house (our boarding provision is graded Good by Ofsted in May 2022). 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, a Boarding House, and a professional catering kitchen and hair and beauty salon. 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.

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Our Values (PSHE) curriculum taught in parallel to the academic, enables our students to become confident and independent citizens. We are ambitious for our students and encourage them to aim high, whilst taking advantage of as many opportunities and experiences as possible.

Boarding

We are one of the few state schools in the country to offer boarding. Our boarding house can accommodate 100 students. In its most recent inspection (2022) under the boarding Ofsted framework it was graded 'Good'.

Students benefit from a modern and state of the art boarding house and a committed and dedicated staff team. Should you work at the Wellington Academy opportunities arise to work within the boarding team if you wish, and a small number of staff choose to live in boarding during the working week at reduced rates.

Additional Benefits

Alongside all of the aforementioned opportunities, there are further benefits to working at The Wellington Academy:

- We are a proud member of the Ascend Learning Trust (ALT) and this allows for the opportunity to work with fellow professionals from across a range of schools.
- We have an extensive extra-curricular programme allowing you to explore our students interests and talents beyond the classroom, and we actively encourage extracurricular trips and visits for our students.
- Our staff have access to heavily subsidised gym membership at our onsite Sports Centre, a perk that a number of staff take advantage of.

Testimonials

"Having recently joined the Wellington Academy as a teacher of PE I have been welcomed in with open arms. As an Early Career Teacher just starting my journey into the career of teaching, I have been provided with a personal mentor who I can meet with weekly and draw on advice and support throughout the week as needed in addition to being invited to attend weekly ECT development sessions with the Deputy Head to continue to fine tune and hone my teaching skills. With weekly CPD briefings and the school being generous enough to fund further CPD training courses for me I have had no shortage of training or support from those in my department and in the senior leadership team. The PE department has been very welcoming to me, and I am looking forward to continuing my teaching journey here at the Wellington Academy. "

Ryan, ECT

"The values and ethos here at The Wellington Academy reflect why I got in to teaching. We have a community feel here at Wellington and without exception, staff consistently support students, putting them at the heart of whatever they do. Teachers are passionate about their subjects, collaborating as a team to ensure students study engaging curriculums and always receive great teaching. My colleagues inspire students to be ambitious for themselves and their futures. We are also ambitious for each other. I have had lots of opportunities since I joined the academy, with a variety of CPD training sessions, delivering CPD to all staff which personally developed me as well as the opportunity to complete an NPQ course."

Rebecca, Subject Leader

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About 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**

Work for us

As well as our commitment to staff development opportunities we also offer a wide range of services which supports your employment journey with us, these include:

Benefits

We also offer an excellent staff benefit package which includes discounts on high street stores, restaurants, cinemas and gyms as well as having a wellbeing hub and a cycle to work scheme. Examples of great discounts currently on offer include:

- 10% off Eyewear
- 20% off Gym Membership
- 25% off monthly subscription to online gym memberships
- Hundreds of offers and discounts and cashback on local and national stores
- On site flu vaccinations
- Teachers and Wiltshire Pension scheme
- Generous annual leave for support staff up to 31 days + 8 bank holidays per year (with 5 years' service)



Professional Development

The aim is for our offer and indeed entitlement for staff to receive the very best possible opportunity. Investing in our staff is investing in our future. The structures on offer will focus on professional learning and look at highly effective strategies that work in the classroom.

In addition, there will be a thematic approach to your development so that you can choose the most appropriate areas for your development. These themes will focus on Teaching and Learning, Leadership, and Coaching and Communication, and can either be taken in isolation or combined to increase your overall level of practice.



Wellbeing

We are committed to ensuring all staff have a safe environment to work in and we promote good health and wellbeing. As a signatory of Mindful Employer we are committed to reducing the stigma attached to mental health and work with schools to develop a strategy for wellbeing for each school.

This includes:

- Developing a wellbeing statement which focuses on the commitment to support staff health and wellbeing,
- Providing opportunities to ensure there is a trained mental health first aider in each school,
- Supporting staff through a dedicated EAP which offers counselling, CBT courses and advice and guidance to all staff,
- Offering OH support to ensure staff are supported when required.

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

Ascend 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. We particularly welcome applications from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation, or religion.

Please note any position that involves working with children requires declaration of ALL convictions/cautions regardless of whether these are deemed as spent and a DBS check will be carried out before any employment commences.

References will be obtained before interview at shortlisting stage and may be used in the interview process. If previous employment has included working with children, then at least one referee must be from this employment regardless of whether this is the current or most recent employment. Any gaps in employment must be detailed and an explanation provided in the relevant section.

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