



**EAGLES**  
PRIMARY ACADEMY



## Recruitment Pack

*The School for the Curious Child*

**ASCEND**  
LEARNING TRUST

# 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](mailto: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

# Office Administrator



**Salary:** Grade E, £23,893 - £24,702 FTE (DOE)

**Actual Salary:** £20,551 - £21,247 (DOE) pro rata

**Type of role:** Permanent, Fulltime hours, term time only + 2 weeks

**Closing date:** Midnight, Sunday 30<sup>th</sup> June 2024

**Interview date:** TBC

## 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.

# Job description

## Job purpose

To assist the Office Manager with providing effective administration support to the function of the school, and to provide a customer-focused and efficient reception service to visitors, pupils, staff, parents, and telephone callers and to work in collaboration with the Trust central team.

## Key responsibilities:

### School Administration:

- Operation of Pupil MIS system, including admitting new pupils and producing reports from the system.
- Nursery administration including main point of contact for parental queries.
- Administration of pupil admissions and Free School Meal administration.
- Operation of Parentpay and trip administration
- Ordering supplies using Access Finance.
- Administration support with school related functions
- Answering the telephone and dealing with queries from parents, Trust staff, staff members
- Support school functions with administration, ie open days, timetables.
- Supporting the Attendance and Welfare Lead with the medical documentation for pupils as required

### Reception duties:

- Welcoming visitors to the school, ensuring its procedures are followed – including safeguarding, receiving, and prioritising incoming telephone calls, dealing with them appropriately including accurately recording messages as required. Ensuring that the reception / office is always covered in accordance with agreed arrangements. Liaise with staff, Governors, pupils, parents, and outside agencies as directed, using email, SMS, APP, or other technology services.
- Operation of sign-in system.
- Ensuring safeguarding procedures are followed.
- Open, sort and distribute incoming mail to the school in a timely manner. Send, receive, and distribute emails in a timely manner and distribute letters to parents.
- Provide efficient administrative support for the Office Manager, Headteacher and Senior Leadership Team.
- Undertake word processing of correspondence, standard letters, reports, publications, and other documents. Photocopy and collate documents. File documents in accordance with the established systems.
- Distribute daily the fruit and milk to Infant classes. Liaise with the appropriate companies to notify of any changes. Oversee the use of the food technology room, ensuring it is well resourced and tidy, including the fridges and dry store cupboards.

- Receive all incoming deliveries, checking and signing all delivery notes and informing relevant person/department. Distribute all resources to correct area, including classrooms and stock cupboards.
- Provide emergency first aid to pupils, staff and visitors when required and update, record, and file all medical records. Ensure first aid room is clean and well resourced.
- Oversee and monitor the After School club provision, maintain records and contact details of all coaches and ensure website information is updated. Administration of medication records and administering medication.
- Distribute and collate all information regarding the administration of the school lunch menu to parents, Kitchen Manager, and staff. Liaise with Kitchen Manager and Office Manager regarding any changes including organisation of special food functions as required.

## **Person specification**



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## How to apply

*The School for the Curious Child*

# Wellington Eagles Primary Academy

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

[Wellington Eagles Primary 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.**

*The School for the Curious Child*

**The Wellington Eagles Primary Academy is an ambitious, growing, and inclusive 4-11 primary school, with a Nursery for 2-4 year olds.**

The purpose-built school is based within a new housing development in Ludgershall and caters for 250 pupils from Nursery through to Year 6. These are currently organised across 8 mixed Keystage classes, comprising of Nursery, Reception, 2 mixed Years 1 and 2 classes, 2 mixed Years 3 and 4 classes and 2 mixed Years 5 and 6 classes. We have a strong military presence in our school, with over 80% of pupils from Service Families and this brings a uniqueness to our school, of which we are very proud.

Located within commuting distance of the towns and cities of Salisbury, Andover, Marlborough, Devizes, Swindon, and Southampton and enjoy direct rail links with London. We are based on the edge of the beautiful Salisbury Plain and serve the families of Ludgershall. We are proud to serve our local community, 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.

We currently have 200 students on roll in one form entry classes, with potential to grow to a two-form entry school of 420 pupils. We work very closely with our sister academy, The Wellington Lions Primary Academy, based in Tidworth and this gives scope for a variety of professional development opportunities for our staff across the two schools. Both schools are proud members of the Ascend Learning Trust.

Wellington Eagles is awaiting its first Ofsted Inspection, as a new school that opened in September 2019.

At Wellington Eagles Primary Academy, we firmly believe that every child in our care has the right to be truly inspired by an engaging and purposeful curriculum. We have dedicated staff who are passionate about providing our children with enriching and exciting experiences so that they can all achieve success in their learning journey. We actively encourage our children to be curious and believe that this supports them on their path to becoming life-long learners.

We support our children to grow into positive, well-rounded citizens and work alongside them to encourage kindness, grit, integrity, acceptance, curiosity, and courageousness. By instilling these values, we give children the chance to shine and be proud of all that they achieve, both academically and personally.





Our Wellington Primary Academies promote:

- Excellence through the rigorous learning of key skills within a rich and broad curriculum.
- Holistic learning by developing the whole child.
- Innovation in the way that we teach and learn.
- Collaboration with parents and carers, the Ascend Learning Trust family, the military community and local primary schools.

## **Our Facilities**

Wellington Eagles is a new purpose-built school based within a new housing development in Ludgershall, Wiltshire. It is sited on what used to be the old Salisbury Plain Barracks and vehicle depot, both of which have been demolished to make way for 246 family homes and the school. As a newly built school, we enjoy bright, well-resourced classrooms, a dedicated food technology room, a dance studio in addition to a large multi-use Hall and a sensory room. Our beautiful, wrap around outside area includes ample hard surface playground, a dedicated sports MUGA, football pitch, extensive playing fields and dedicated Early Years outdoor environment.

## **Our Curriculum**

At Wellington Eagles Primary Academy we firmly believe that every child in our care has the right to be truly inspired by an engaging and purposeful curriculum. We have based our curriculum around 'The Curious Child' and we have dedicated staff who are passionate about providing our children with enriching and exciting experiences so that they can all achieve success in their learning journey. We actively encourage our children to be enthusiastic, resilient, collaborative and aspirational and believe that this supports them on their path to becoming life-long learners.

## **Our Commitment to your Professional Development**

We are committed to the professional development of all of our staff. We place a high priority on ensuring that our professional development is tailored and appropriate for staff at all career stages. Our Early Career Teachers have access to the Pickwick training programme alongside weekly in house professional development meetings. All of our second year teachers receive one to one coaching and take part in the Olevi Creative Teacher Programme. As teachers move through their career they are able to access programmes such as the Outstanding Teacher Programme, the Outstanding Leadership Programme, and the Outstanding Facilitator Programme alongside a full range of NPQs. We actively encourage staff to seek out further valuable developmental opportunities and we have a full and varied in-school professional development calendar.

# 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)
- Free onsite gym



## 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.