About us

WMG Academy Coventry/Solihull is a thriving 'business like, business led' education establishment for aspiring young Engineers in key stage 4 &5, emphasising science, technology, engineering and maths, offering GCSEs including core subjects and A Levels or Technical qualifications or both. The career-based education on offer engages students, helping them find their niche, reach their potential and kickstart a career in the real world.

From the business dress to the structure of days, as well as opportunities to work with companies on real-life projects, parents see their child's confidence grow and their employment potential soar.

Who we're looking for – Administrator

Our school office has a small, dynamic and friendly team, helping us to support parents, staff and students with a number of related administrative tasks, to keep our ship sailing! We have about 50 staff and the role would be responsible for a number of tasks where workload is shared and work rotated to suit the operation and play to each team members strengths! This will involve telephone duties, face to face reception, email responses, learning about the school to answer questions for parents, taking on a variety of admin tasks which may relate to HR, Events, Admissions Administration, Finance and more! Essentially because we're a small team, everyone mucks in and helps out so you'll need to a a good team player!

You will have: (list as appropriate – Assoc Principal to populate)

- 5 grades at GCSE including English and Maths
- 2 years experience in an Admin role
- Evidence of related administrative experience, preferably in a school.
- Excellent eye for detail, able to spot and minimise data errors
- Data processing and typing skills, and a good command of IT software.
- The ability to maintain positive relationships with pupils, parents and staff
- Flexible and friendly approach

We offer flexible working if this is required and meets with the operational need, an excellent pension scheme and generous holiday entitlement.

Please review the job description and person specification for further information about the role.

Key Dates

Closing Date & Time: 3.30pm on Friday 18th July 2023

Interview Date(s): Week commencing 21st August 2023

Proposed Start Date: 1st September 2023 or asap

Application Process

To apply for this vacancy please use the 'Apply for job' link below/complete the Application Form fully and return this to Julie Bird at solihullrecruitment@wmgacademy.org.uk

You should ensure your application form and supporting statement address all elements of the person specification. We will only consider candidates who meet the vast majority of the essential criteria outlined in the person specification.

Our Commitment

WMG Academy is committed to safeguarding, safer recruitment and promoting the welfare of pupils. Our comprehensive recruitment and selection processes aim to discourage and screen out unsuitable applicants. Successful candidates are subject to rigorous pre-employment checks. You will be required to provide evidence of identity, right to work in the UK, complete an enhanced DBS clearance and provide proof of professional qualifications. Online searches will be carried out as part of the recruitment process.

We are equally committed to eliminating discrimination and encouraging diversity. We aim for our workforce to be representative of society and that each employee feels respected. We oppose all forms of unlawful and unfair discrimination.