

Administrative Officer

About us

WMG Academy Solihull is a thriving 'business like, business led' educational establishment for aspiring young Engineers in Key stage 4 and 5, emphasising Science, Technology, Engineering and Maths, offering GCSE's including core subjects and A Levels, 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

A skilled and passionate individual to perform all the professional duties of an Administrative Officer, someone who will be an outstanding WMG Administrator. We are looking for a key team member, someone who is able to provide first class administration to include organising tasks, communicating clearly both orally and in writing, prioritising work effectively and having accuracy in all completed work.

Please see Job description for full details of the role.

You will have:

KNOWLEDGE AND SKILLS

Excellent verbal and written communication skills (E)

Excellent interpersonal skills (E)

Ability to deal with difficult conversations in a calm manner, using high levels of tact and diplomacy (D)

Computer literate, with familiarity with applications such as MS Office (E)

Ability to work unsupervised and take the initiative (D)

PERSONAL ATTRIBUTES

A commitment to ensure data is processed appropriately, in line with policy and legislative requirements (E)

Ability to establish positive relationships with students, staff and visitors (E)

Flexibility and adaptability; confidentiality and discretion (E)

A commitment to safeguarding to learners within the Academy (E)

Enthusiasm, optimism and energy (E)

Ability to organise, plan and prioritise (D)

What we can do

Professional development is key to our ongoing success, so we continually invest in our employees through our learning and development opportunities, mentoring and progression opportunities across academies and engaging with our team of leading education experts.

We can also offer you a range of benefits, including competitive salaries, hybrid working where this is appropriate, flexible working, pension scheme and generous holiday entitlements.

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

Key Dates

Closing Date & Time: Wednesday 18th June 2025

Interview Date: Week commencing 23rd June 2025

Proposed Start Date: 1st September 2025 (or before if possible)

Application Process

To apply for this vacancy please either apply via the site that you have viewed the vacancy on, or complete the Application Form fully, which can be found on the Academy website and return this to Associate Principal, Mrs Claire Morris 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.

For an informal conversation or for more information please contact the Team Leader Ms J Bird by calling on 0121 289 3556 or emailing solihullrecruitment@wmgacademy.org.uk

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.