



# Recruitment Pack

## Administrator & Governance Officer

Closing Date: Thursday 19th September 2024

**Ted**  
**Wragg** TRUST

# Ted Wragg Trust



An ambitious and inclusive Trust of schools strengthening our communities through excellent education.



**Welcome from the Ted Wragg Trust  
CEO, Moira Marder**



On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working with us. The Ted Wragg Trust (TWT) is an **ambitious** and **inclusive** Trust of schools **strengthening our communities** through **excellent education**. Our values driven, rapidly growing 2-18 Trust has the highest expectations for every child, every day, with social justice at our core.

This is a hugely exciting time for us as a growing Trust who work closely with other local schools and Trusts across Devon.

## Our Values



### Selflessness

- put **children** at the heart of all we do
- prioritise others and build **healthy teams**
- **be brave**

### Ambition

- **work hard**
- **strive** to be even better
- be the **best** we can

### Collaboration

- build **trust**
- build strong **relationships**
- be **stronger together**

## How will we succeed?



# Key Details



**Job Title:** Administrator & Governance Officer

**Location:** Exeter and Plymouth

**Salary:** Grade D £24,702 - £27,334 (pay award pending)  
Actual pro rata salary £21,791 - £24,113  
Full time, 40 weeks per year, including some evening meetings

**Closing Date:** 11:59pm Thursday 19th September 2024

**Interviews:** Thursday 26th September

**Required From:** As soon as possible

As Governance Officer you will:

- Play a key role within a shared services governance team which supports all schools in our Trust, enabling all local governors to carry out their roles effectively
- Be responsible for advising the Local Governing Board (LGB) on governance, constitutional and procedural matters, and their duties and responsibilities within the current legislative framework
- Be responsible for providing high quality governance support, including specific responsibility as the Clerk to the Local Governing Boards for designated Exeter and Plymouth schools
- Be involved in the preparation of agendas and meeting papers, taking accurate minutes of meetings and maintaining the LGB's administrative and organisational records.



Join our team of  
exceptional colleagues  
who believe in  
transforming lives  
through learning

## How to apply

If you would like an informal conversation about this role please contact Lorraine Mitchell, Head of Governance  
[lorraine.mitchell@tedwraggtrust.co.uk](mailto:lorraine.mitchell@tedwraggtrust.co.uk)

Please apply by using the link available on the [Trust website](#)

The Ted Wragg Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.



# Administrator & Governance Officer

## Administrator and Governance Officer (Grade D)

### Job Description

#### Key purpose of the role

Enable the Trust to realise its mission to 'Transform lives, strengthen communities and make the world a better place by providing a high-quality governance administration service.

#### Your responsibilities

- Provide administrative support to facilitate effective and efficient meetings
- Organise and support a schedule of meetings in line with the Trust calendar and annual cycle of business
- Produce effective minutes of meetings within agreed timescales
- Provide advice and information to the Local Governing Board on governance legislation, constitutional, legal and procedural matters
- Support the recruitment, induction and development of local governors
- Maintain and update relevant systems and databases to ensure information is accurate and compliant
- Establish and maintain effective communication systems with the LGB and Trust
- Attend meetings and actively participate in CPD opportunities
- Fulfill all delegated tasks to support the governance team function.

#### Grading criteria

- Support colleagues to familiarise themselves with their role.
- Establish the best course of action using a range of recognised procedures
- Identify the need, assess the situation and initiate action, providing comprehensive guidance, advice and support.
- Undertake work where there is a wide range of choices, where advice is not normally available and/or decisions where policy, procedures and working standards provide only general guidelines
- Make decisions which have a material effect on internal operations of their own or other departments.
- Work may be subject to interruption but the program of tasks will not be subject to significant change.
- Good standard of practical knowledge/skills to be able to undertake more complex tasks

## Administrator and Governance Officer (Grade D)

### Person Specification

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>NVQ3/A Level in a relevant discipline or an equivalent level of knowledge and experience.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>GCSE (or equivalent) in English and Maths</li> </ul>	Essential
<b>Experience</b>	<ul style="list-style-type: none"> <li>Administrative Experience</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Administrative experience in an educational setting</li> </ul>	Desirable
<b>Key skills</b>	<ul style="list-style-type: none"> <li>Maintain confidentiality and adhere to Data Protection regulations at all times</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Excellent organisational skills and ability to meet deadlines</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Accurate record keeping and excellent attention to detail</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Good knowledge of ICT</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Able to use own initiative</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Excellent team player</li> </ul>	
	<ul style="list-style-type: none"> <li>Able to fulfil all aspects of the role with confidence and fluency in English</li> </ul>	Essential
<b>Values</b>	<ul style="list-style-type: none"> <li><b>Ambitious:</b> works hard, has the highest standards and is positive for the future.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li><b>Selfless:</b> is self-aware and emotionally intelligent to be able to support self and others to thrive. Works selflessly to support the Trust's mission and strategic priorities.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li><b>Collaborative:</b> builds strong relationships and networks.</li> </ul>	Essential



# Growing great people

Our aim is to be the greatest place to work in the South West. We know that to succeed in our mission we must invest in and grow great people. Our comprehensive suite of development opportunities are available for everyone whether you are just starting in your career or an experienced leader, there will be a development pathway to suit you.

Tim Rutherford – Deputy CEO

We know to be the greatest place to work we must welcome great people, retain great people and develop great people.

Click on the areas below to find out about our comprehensive benefits and development opportunities.

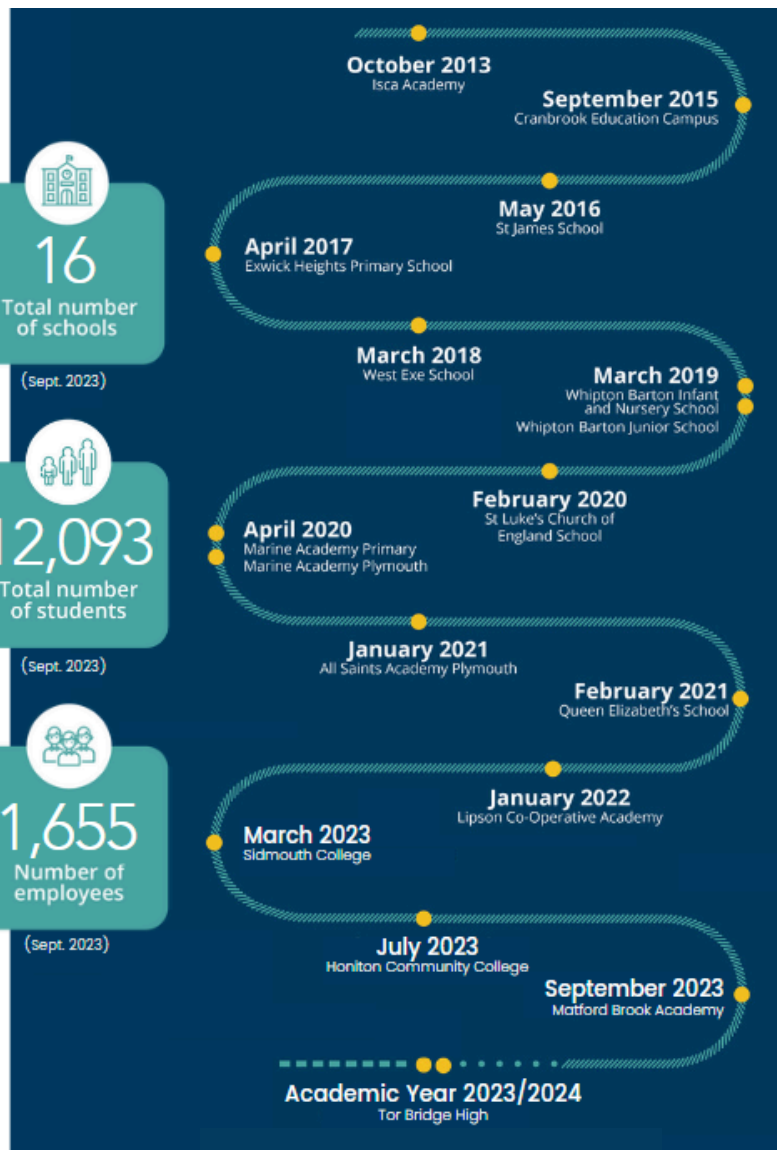


In our Trust, we are committed to nurturing a workplace where our employees feel that they belong. We believe that the culture of our trust thrives when individual differences are embraced so that everyone feels comfortable and confident in being who they are. This is supported through ensuring inclusivity in culture and equity in opportunities. We are committed to high quality and reflective employment practice so that we attract, retain and grow employees from diverse backgrounds and communities.

# Our Journey



Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about how education can transform young people's futures.



## Our Partnerships:

Our ongoing partnerships with the following organisations creates opportunities in our Trust to access development and wider networks with some of the best schools, Trusts and leaders across the country.



**Dixons Academies Trust** – A well-established multi-academy trust of 15 schools serving the communities of West Yorkshire and the North West whose mission is to lead educational improvement in the region through high performing academies which value diversity and maximise student achievement.



**Cabot Learning Federation** – A multi-academy trust of over twenty academies serving communities in the South West of England. Valuing collaboration and ambition, the Trust works to accelerate school improvement and embed excellence in their academies.



**Reach Academy Feltham** – Reach believe in the power of all through, cradle to career, education, focusing on providing seamless transition from their nursery through to their Sixth Form.