

St Luke's Church of England School **Business Administrator**

Recruitment Pack



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Key Details

Salary

Grade C

Location

St Luke's School

Hours

Full time 38hrs/39 weeks

Interviews

W/C 22nd
September

Closing date

22nd September 2025

Required from

ASAP

Our Mission

We are an ambitious and inclusive Church of England School, dedicated to ensuring all students live life to the full

How to apply

For an informal conversation about the position please contact Kerri Moore at office@stlukescofe.school

An application pack can be found at

<https://www.tedwraggtrust.co.uk/vacancy> or click on the apply now button



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.



About St Luke's School



This is such an exciting time to be joining St Luke's. We were recently named among the top 5 schools in Devon for the progress students make in their GCSEs, and we are proud to have been rated 'Good' by Ofsted in 2024.

If you join St Luke's you will be surrounded by people who have an unapologetic mission to be better every day. We offer all staff exceptional professional development through weekly coaching which has seen us be named as one of only 13 national coaching hubs.

Our staff also benefit from disruption free classrooms, centralised behaviour systems, wider Trust leadership development programmes and access to exceptional leadership coaching and opportunities such as South West 100. At St Luke's, we are relentless in our mission to support the improvement of educational outcomes in the South West.

We are incredibly proud to be part of the values-led Ted Wragg Trust, which continues to have a transformative impact on the lives of young people and communities. While we maintain a relentless focus on the highest standards and outcomes, our distinctive ethos means that everyone in our community acts with compassion in all they do. If you are someone who believes in the power of education to transform the lives of all young people, regardless of background, then St Luke's is the place for you. We will provide you with the very best training, opportunities and environment that ensures you can be brilliant every day.

Harrison Littler
Headteacher



A Warm Welcome from our CEO



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



Moira Marder, OBE

On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working for our Trust. This is an excellent opportunity to join our Trust and work in one of our 17 schools.

In our **ambitious** and **inclusive** Trust of schools we know that every individual is critical to help us to achieve our collective mission to **transform lives, strengthen communities** and **make the world a better place**.

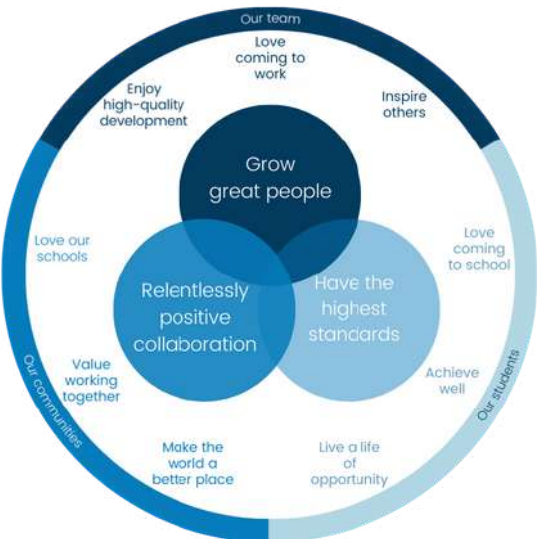
Our values driven, growing 2-18 Trust, has the highest expectations for every child, every day, with social justice at our core. In this pack you will find out more about how we **support, develop** and **grow great people**.

This is a hugely exciting time for our Trust as we continue to grow, embed, improve and innovate to **improve the life chances of all children** in the South West.



We demonstrate our love through our values

How we will succeed



Job Description

1. Key Purpose of Job:

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

2. Key Duties and Accountabilities

- Provide a full range of administrative support across the school, which may include areas such as PFI, communications, HR, reception duties, and support to the Senior Leadership Team.
 - Deliver HR-focused administrative tasks, including absence management, recruitment administration, and maintaining the school's Single Central Register.
 - Provide reprographics support, including printing, copying, and preparing resources for staff.
 - Maintain and update school notice boards, ensuring information is accurate, accessible, and engaging for students, staff, and visitors.
 - Coordinate, administer, and facilitate external events taking place during the school day, such as immunisation clinics, school photography (e.g. Tempest), and other visiting providers.
 - Respond promptly and professionally to administration queries from students, parents/carers, and visitors.
 - Answer telephone calls, directing enquiries appropriately and liaising with parents/carers and external agencies.
 - Provide reception cover on a rota basis as required.
 - Produce reports, correspondence, and other school communications, and provide administrative support for whole-school events, such as parents' evenings.
 - Provide First Aid support as required (training will be provided).
 - Maintain up-to-date knowledge of safeguarding procedures, actively promoting the welfare of children and best practice across the school.
 - Act as a positive role model to students at all times.
-

3. Supervision/Line Management Responsibilities of the post

- None
-

4. Working Environment & Conditions of the post

- In support of the Trust's vision and ethos of shared teaching and learning to improve educational outcomes for young people, the post-holder may be required to travel and teach within any school in the Ted Wragg Multi Academy Trust.
-

5 General

- Maintain a presence in national professional networks and through these and other means ensure a current overview of relevant policies and developments.
 - Comply with and uphold all respects of the Trust's Code of Practice on equality and diversity.
 - Contribute to the safeguarding and promotion of the welfare and safety of children and young people with regard to the relevant documents published by the Department of Education, within an academy in the Ted Wragg Multi Academy Trust.
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6 Working Environment & Conditions of the post

- In support of the Trust's vision and ethos of shared teaching and learning to improve educational outcomes for young people, the post-holder may be required to travel and teach within any school in the Ted Wragg Multi Academy Trust.

7. Other Information

- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
 - The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
 - The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
 - The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
 - The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at
 - This post is based at St Luke's School but the post holder may be required to move their base to any other location within the Trust upon request
 - The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
 - To undertake additional duties as required, commensurate with the level of the job.
 - To attend Awards Evenings and Celebration Events.
-

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

The Ted Wragg Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and operate in accordance with the Safeguarding and Child Protection Policy. All applicants will be subject to a full Disclosure and Barring Service check before an appointment is confirmed. This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

The Trust is committed to ensuring that our employees are able to achieve their full potential in an environment offering dignity, respect and equality of opportunity.



Person Specification

Job requirements

Essential/
Desirable

Qualifications and Professional Development

- GCSE (or equivalent) in English and Maths
- First Aid Qualification

Essential
Desirable

Relevant Experience

- Administrative experience
- Administrative experience in an educational setting

Essential
Desirable

Knowledge & Skills

- Excellent organisational skills and ability to meet deadlines
- Good knowledge of ICT
- Excellent communication skills
- Able to use own initiative
- Excellent team player
- Maintain confidentiality and adhere to Data Protection regulations at all times
- Able to fulfil all aspects of the role with confidence and fluency in English

Essential
Essential
Essential
Essential
Essential
Essential
Essential

Values

- **Ambitious:** works hard, has the highest standards and is positive for the future
- **Selfless:** self-aware and emotionally intelligent to support self and others to thrive
- **Collaborative:** builds strong relationships and networks



#lifeattedwragg

We know that our people are our **greatest asset** and research tells us that happiness at work is directly linked to student happiness and consequently **student outcomes**.

We are working hard to make sure that all our employees **love coming to work**.



Our Trust is dedicated to fostering an environment where employees can **reach their full potential, with dignity, respect, and equal opportunities for all**.

We value the unique contributions of each individual, recognising that **diversity strengthens our community and makes our Trust a positive place to work and grow**.

We are committed to excellent employment practices that attract and retain talent from a variety of backgrounds and communities.

The aim of our people strategy is to be the **greatest place to work in the South West**.

We know that to realise our ambitious aim we must **welcome, retain and develop our great people** who work day in day out to **transform the lives of the children in our Trust**.



#lifeattedwragg is focussed on ensuring all our employees:

- **Love coming to work** and have a strong sense of belonging
- **Experience high quality development** through our dedicated development curriculums delivered by the Ted Wragg Institute
- **Inspire others** with their open and collaborative approach

To find out more about what it is like to work at the Ted Wragg Trust, explore our development curriculums and hear from our employees please visit our website at www.tedwraggtrust.co.uk/workwithus



The Ted Wragg Institute



We want to ensure that our people feel **invested** and **fulfilled in their role** by providing personalised, relevant and engaging professional development. Our brand-new **Ted Wragg Institute** (TWI) delivers our **high-quality development** offer for all, across our family of schools.

Our incredible offer includes Trust CDP, Leadership Development, Networks, Cohort-specific training and NPQs. Take a look at our offer this year here.

Early Career Teachers

If you are an Early Career Teacher you will benefit from our tailored Early Career Framework combining weekly instructional coaching, asynchronous independent learning, online 'clinics' and in-person conferences. With a dedicated mentor or coach and access to supportive networks the ECTs in our Trust are supported and developed to reach their full potential.

Our professional development delivery model

Our professional development delivery is underpinned by our Education key concept (see page 8). We believe that professional development should build knowledge, motivate, develop techniques and embed practice.

At the Ted Wragg Trust, we are research informed and believe that it is important that everyone involved in sharing ideas understands the underlying rationale and evidence base. We ensure that professional development is:



Sustained

Frequency is critical,
not time span



Practice-Based

Create new habits



Domain-Specific

Create new habits



External Expertise

Challenge the familiar
& refresh ideas



Professional Buy-In

Purpose & benefits
eclipse volunteering

We believe this slightly adapted model from 'Teaching Walkthrus 2', Tom Sherrington and Oliver Caviglioli is applicable to all professional development and will underpin the delivery of all our professional development networks, seminars and webinars.



Our Ted Wragg Standard



Our Ted Wragg Standard provides a **minimum set of high standards** across all our schools to establish clear structures, implement effective processes and hold each other to account **to enable excellence**. It is based on our three key concepts: Leadership, Education and Every Child Succeeds.

Key Concept: Leadership



We believe that great leadership:



Fiercely educates



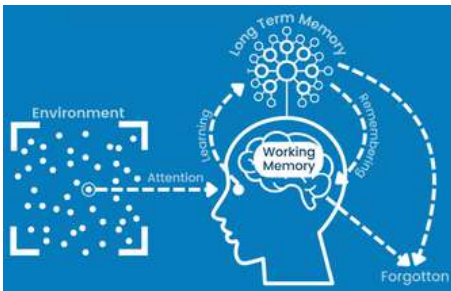
Thrives in a complex system



Is locally enabled

Key Concept: Education

We have a clearly defined and articulated learning model that is understood by all teaching staff. This model of the learning process uses the concepts of Working Memory and Long-Term Memory. It draws on ideas from Cognitive Load Theory and the work of Daniel Willingham.

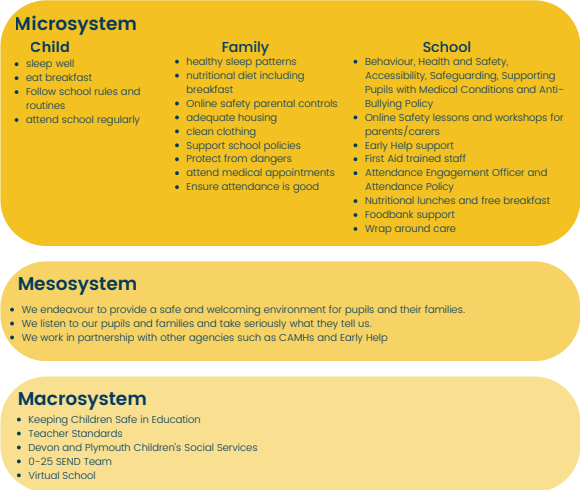


Key Concept: Every Child Succeeds



We believe individual development is well explained using Maslow; that an individual grows in an ecosystem and can be interpreted using Bronfenbrenner's work, and that we are interdependent.

We believe that to enable our children to live a life of opportunity, we need to understand what true inclusion means. To us, our model is based on Maslow's hierarchy of needs and the Bronfenbrenner's ecology of inclusive education.



Our Benefits

A critical part of our People Strategy is to ensure that we welcome and retain our great employees and ensure that they are supported both at home and at work.

When you join our Ted Wragg family we are here for you every step of the way. Here are some of the benefits we offer:



Exceptional development and networking opportunities



Cost of blue light cards can be claimed through expenses



Free annual flu jab, eye test and allowance for glasses



Exclusive discounts, cashback and vouchers



Free, confidential employee helpline. Available 24-7 through Health Assured



Access to Wisdom app to support your mental health



Up to 10% off all Pure Gyms



up to the value of £2,000. cyclescheme.co.uk



Up to 2 days paid emergency time off for dependants



Generous public sector pension schemes for all staff



Timetabled instructional coaching for all teachers



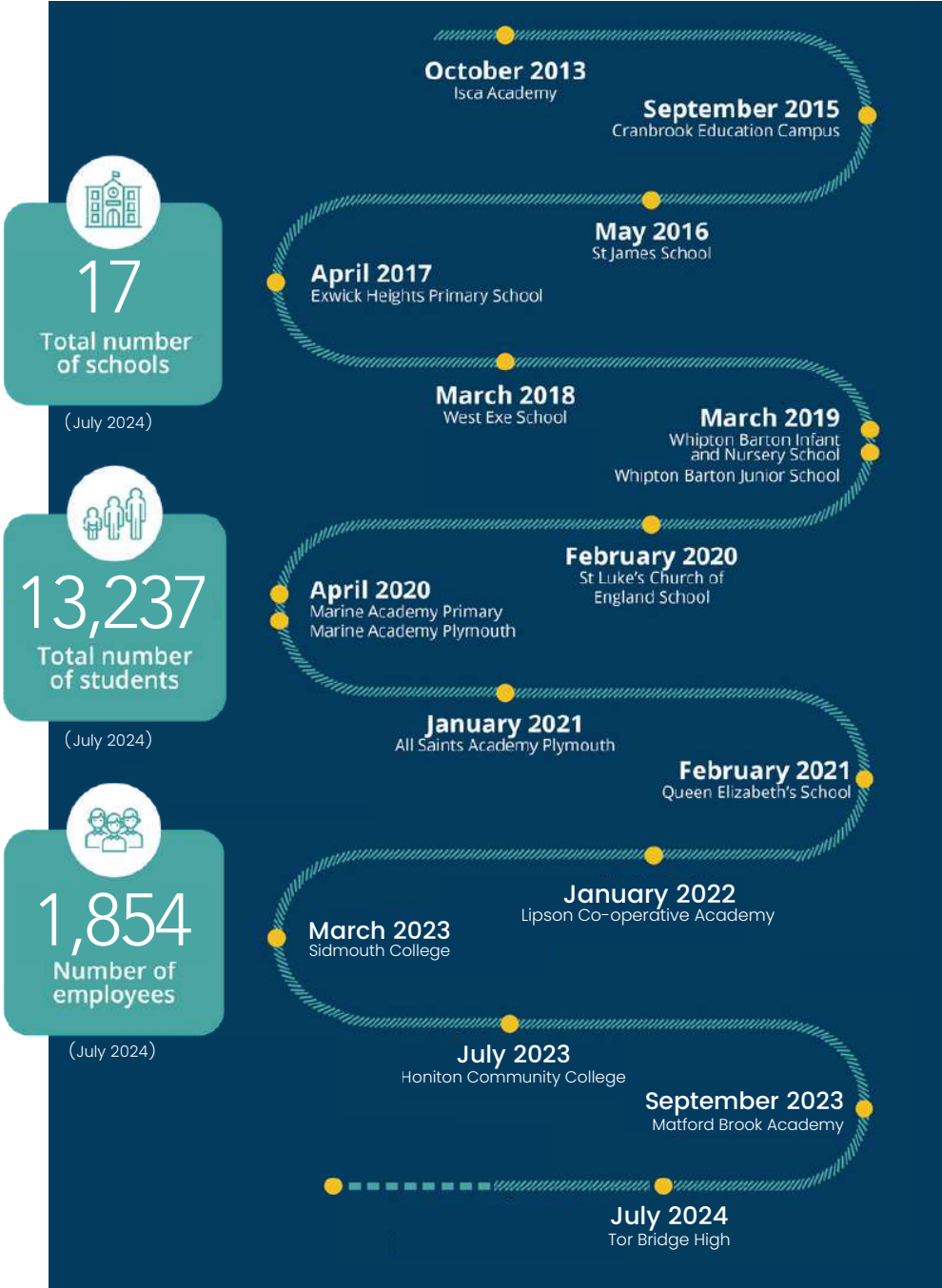
Family friendly policies and flexible working opportunities



Our Trust Journey



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



Thank you for your interest in working for us!

