



Recruitment Pack

Business Administrator

Cranbrook Education Campus

Closing Date: 9am, 24th September 2024

Interview Date: 2nd October 2024

Ted
Wragg TRUST

Ted Wragg Trust



We are an ambitious and inclusive Trust of schools



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



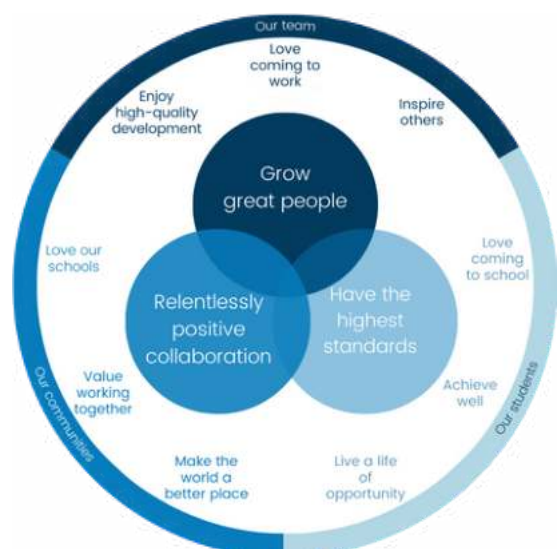
On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working with us. The Ted Wragg Trust (TWT) is an **ambitious** and **inclusive** Trust of schools **strengthening our communities** through **excellent education**. Our values driven, rapidly growing 2-18 Trust has the highest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

We demonstrate our love through our values



How we will succeed



Cranbrook Education Campus



Steve Farmer
Head of Campus

Thank you for your interest in working at Cranbrook Education Campus. We are seeking to recruit a Business Administrator who shares our Campus vision of transforming lives, strengthening communities and making the world a better place.

We are looking for a Business Administrator who can contribute to our busy Business Support team in our unique all-through school, which is rooted in its community where aspirational learning and opportunities transform the lives of our pupils.

At CEC, we have the highest of expectations and we have strong, non-negotiable standards of discipline that we expect from all pupils. Learning is at the core of what we do. Our pupils value their education, take ownership of it and show pride, self-worth and self-efficacy to ensure all future doors are open to them. We do this by living our values of 'the PERKS of being #Crantastic'. We are Proud, Engaged, Ready, Kind and Safe in everything that we do.

At CEC, we take pride in our all-through nature and the consistent habits we've embedded. Our recent Trust safeguarding audit yielded a purple level of effectiveness, the highest possible recognition. Likewise, our school attendance boasts some of the highest rates in the county, a testament to our cross-campus relational approaches - an area of our practice that has positively benefited from our relationship with peers in the South West and our national work in the Reach Cradle to Career programme.

If you're interested in shaping a learning environment where consistency and excellence go hand in hand, and you are keen to continue growing in your professional journey, I'd love to hear from you.

Key Details

Job Title: Business Administrator

Location: Cranbrook, Devon

Salary: Grade C (£20,212 – £20,895 actual)

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Interview Date: TBC

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We believe that having the highest of standards will allow children to achieve beyond their wildest dream.



leadership is no longer a lonely endeavor.

”



We are stronger together because in a challenging moment, we have been met with proactive and generous support that has been shared with kindness.

”

How to apply

Application forms and further information can be found on our website: www.cranbrook.education

If you would like to explore our campus or hear a bit more about the vacancy, please email recruitment@cranbrook.education

Our culture at CEC

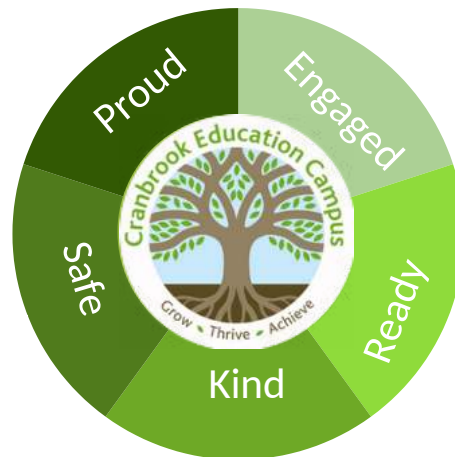
We are a school rooted in its community where aspirational learning and opportunities transform the lives of our pupils.

Our Mission

To transform **lives** and strengthen our **communities** to make the **world** a better place.

Our Values

- Proud
- Engaged
- Ready
- Kind
- Safe



How do we behave?

- We are Proud by having clear expectations for all pupils which motivate and challenge them.
- We are Engaged by taking ownership for all pupils and their progress; and being continually self-reflective and actively engaged in professional development.
- We are Ready by modelling professionalism through punctuality, professional dress, classroom environment, integrity and ethical behaviour
- We are Kind by providing the best possible support for pupils' wellbeing and education.
- We are Safe by safeguarding all our pupils at all times.

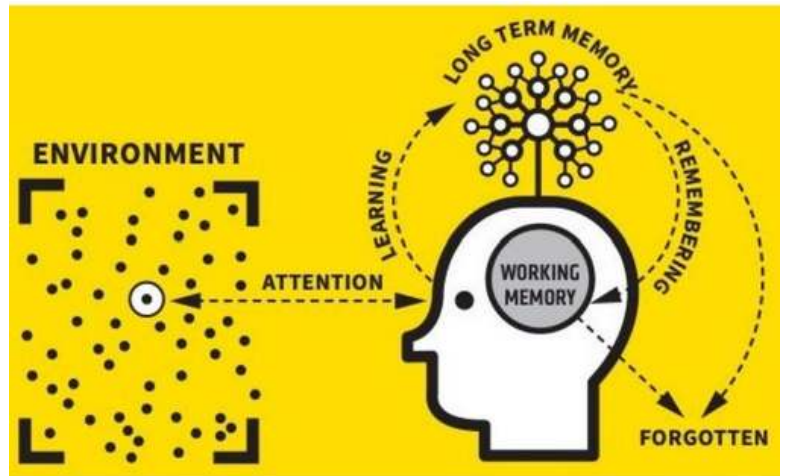
What is most important, right now?

1. Embed the "One CEC" Strategy through systematic processes and relational approaches
2. Build consistency in high standards of behaviour, pedagogy and practice
3. Improve the disciplinary literacy of all pupils with a specific focus on Oracy
4. Increase staff confidence in narrating the campus offer



What education looks like at CEC

We believe in a learning model that uses the concepts of Working Memory and Long-Term Memory



Teaching is a complex system. The challenge for teachers is to extend the implications for teaching an individual to teaching a whole class of students, each with their own schema-forming brains and their unique set of knowledge and experience, this is captured in the writing of Graham Nuthall.

We recognise that all students have different starting points and therefore teachers need to pitch lessons to the top but provide appropriate scaffolding to ensure all students can work towards the end point. Understanding the needs of students in the classroom is essential in creating a safe culture where everyone can feel safe to fail. Understanding the starting point of all students and finding the balance between support and challenge is essential.

We believe that the key is the process of setting up classroom routines so that teachers are engaging, enabling every child to succeed. At the Ted Wragg Trust, we have applied relevant educational research principles to ensure the above and support the delivery of Willingham's Learning Model.



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 and effective administration service for the school.

Your responsibilities

- Responsible for providing the full range of administrative duties to the school which may include attendance, student services, behaviour and curriculum support
- Respond to administration queries from students, parents/carers and other visitors
- Answer the telephone, directing calls as required
- Liaise with parents/carers or external agencies.
- Produce reports, correspondence and other school communications and provide administrative support for school events
- Provide cover for colleagues as required
- Maintain an up-to-date knowledge of the procedures and processes for safeguarding the welfare of children and actively promote best practice
- Act as a role model to the students at all times

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 carried out within clearly defined rules and make decisions from a range of established options
- Make decisions which have limited or short-term effects on immediate colleagues, students or members of the community.
- Work may be subject to interruption but the program of tasks will not be subject to significant change.
- Good standard of practical knowledge/practical skills embedded in the professional area.

Person Specification

Qualifications

- GCSE (or equivalent) in English and Maths Essential

Experience

- Administrative experience Essential
- Administrative experience in an educational setting Desirable

Key skills

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

Values

- **Ambitious:** works hard, has the highest standards and is positive for the future. Essential
- **Selfless:** 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. Essential
- **Collaborative:** builds strong relationships and networks. Essential

Job Evaluation

JE Job Number: AD2

JE Score: 330

Grade: C

Our Community

Our school is really unique. We have children from all over the world study here and we celebrate our different cultures. It's a really happy and welcoming place to learn.

Annabel Davies – Year 6, Pupil Parliament Member



"We are truly grateful for the warm welcome, unwavering support, and deep understanding provided to our daughters during their time at the school. As our family relocates to Plymouth, we reflect on the invaluable experience and the remarkable community we found here. The teachers and classmates have played a pivotal role in our daughters' educational journey, and their impact will be remembered fondly. This school has been an integral part of our lives, and we are grateful for the positive memories it has created for our family."

Carvajal Gomez Family

"Being part of an organisation that lives its mission of strengthening communities to make the world a better place is truly wonderful. Our school's commitment to social justice and improving the life chances of all the people in our care makes CEC an extraordinary place to work."

Oliver Russell, Head of Primary Spanish, Head of Year 8 and Secondary MFL Teacher



"Working alongside talented and passionate people from across the campus makes CEC a great place to work. Being part of a growing network and culture that supports the personal development of our children to prepare them for life beyond the classroom is an ongoing and exciting prospect."

Hannah Wickens, Senior Leader for Every Child Succeeds and Personal Development, and Year 6 Teacher



Our Community

Award Winning Community Hub, EX5 Alive

Cranbrook is a new town built North East of Exeter. With an average age of 30, Cranbrook is the youngest town in the UK. With 8,000 people living in Cranbrook, due to increase to 28,000 in the coming years, building houses has been a key priority for the area. Unfortunately, sufficient infrastructure and services are still yet to be established. Furthermore, there is a lack of physical space in the town meaning many of the additional services desired and required are extremely difficult to run. This has resulted in a growing shortfall of EYFS spaces which currently sits at approximately 30%.

At CEC, we are proud to have an award winning Community Hub, EX5 Alive, which sees this as an extraordinary opportunity to think differently about how we approach our town's needs. Solutions-focussed and uniquely based within Cranbrook Education Campus, an all-through educational setting, we have been and continue to provide a Cradle-to-Career approach. This means building opportunities for families where support starts at an early age and can continue to be provided as children grow to be young independent adults. Supported by The Feltham Convening Partnership, and now a beacon of community hub work within the Ted Wragg Trust and across the South West, EX5 Alive has already made huge strides in supporting Cranbrook.

Among many successful strategies, this has included:

- Building key partnerships to support parental understanding and engagement in conversations around mental health leading to significant improvements in school attendance figures.
- Building mental health and increasing emotional health across the community through access to workshops, workouts and referrals for further support.
- Increasing access to food through our evening and night food bank.

Much of our success has come through ensuring best and research-based practice, nurturing healthy relationships with community members and operating through an asset-based lens approach. Echoed by Hughes and Bomber (2013) "Quality relationships provide the necessary vehicles for adaption and recovery and every relationship has the power to confirm or challenge everything that has gone before".



Working in the South West



Our diverse county is the ultimate destination to live and work. With two thriving cities, Exeter and Plymouth, Devon is full of history, culture and wonderful places to eat and enjoy the arts.

Our county boasts the beautiful and varied coastlines of the Jurassic Coast in the east, the Area of Outstanding Natural Beauty in the north and the English Riviera with its palm trees in the south.

Along with two National Parks, waterways and countryside, Devon has something for everyone, whether it is music, history, food or, for the more energetic, walking, cycling, climbing or surfing on some of the UK's best waves. Our county really has it all.

Devon – simply a fantastic place to live.



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.



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 for a Headteacher joining our Trust to access leadership development, study tours and wider networks with some of the best schools, trusts and leaders across the country.



Colyton Grammar





**Thank you for your interest
in working with us!**

**Ted
Wragg** TRUST