

Matford Brook Academy

Business Administrator



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Key Details

Salary

Grade D, actual salary:
£22,929 - £25,251

Location

Matford Brook Academy

Hours

37 hours, 40 weeks

Interviews

Tuesday 13th May

Closing date

*Wednesday 7th May

Required from

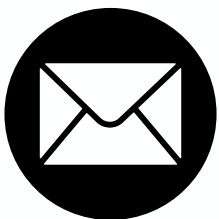
As soon as possible

*The advert may close earlier or be extended depending on applications received so if you are interested, please apply as soon as possible

At Matford Brook Academy,
we write our story.

We exist to provide an excellent,
all-through education that empowers children to believe
they can, and should, change the world around them.

How to apply



For an informal conversation about the position please contact
Helen Surgeon, Business Operations Officer
hr@matfordbrook.academy.

An application pack can be found at
<https://www.tedwraggtrust.co.uk/vacancy> or click on
the apply now button



About Matford Brook Academy



Our mission at Matford Brook Academy is to provide an excellent, all-through education that empowers children to believe they can, and should, change the world around them.

We summarise this in one mantra that is woven through the fabric of our school: at Matford Brook Academy, we write our story. We are providing a school with an excellent education and broad opportunities for our children, rooted in the core understanding that, in order for children to thrive both now and in their future, they need to believe that the greatest influence on their lives is themselves.

We are looking for someone who is excited by the potential of a start-up school, enjoying all aspects of what this offers and thriving through all stages from 'forming' to 'performing.' Our successful candidate will be someone who passionately wants to be in our founding team. With energy and ambition for this new school community, a flexibility and resourcefulness to manage any challenge that arises, and a commitment to creating a flagship school in the South West, we will 'write our story' together.

The Role of Business Administrator

This role will suit someone who is excited about joining a new team and shares our values of working closely with families, pupils and colleagues to develop and maintain strong and positive relationships. Our pupils are at the heart of everything we do and all staff have both the opportunity and responsibility to contribute to their successful school experience.

The person appointed to this role will possess strong administrative skills and be keen to use their initiative and creativity to develop current and new systems and procedures in order to facilitate the smooth running of school operations. A key part of this role will be to provide support and expertise within our Bromcom MIS (Management Information System) to enable the smooth transition of new pupils, changes for existing pupils, as well as clubs, trips, school meals, school census support and so forth. There will be opportunities to undertake online training and visits to other schools in our Trust to build on knowledge, but we are ideally seeking someone with existing experience or transferable skills to jump straight in and help support our busy team.

Our Business Administrator will be a key member of our business support team, reporting directly to the Business Operations Officer and able to manage their workload across multiple priorities.

In return, we will provide the right candidate with an opportunity to develop their skills and knowledge and become an expert within our team as our schools grows and develops.

“ Staff testimonials



Emma

Working at MBA is an absolute privilege. From the moment I heard about MBA's all through concept I knew it was somewhere I wanted to work, what an opportunity to be part of shaping the lives and education of young children right from EYFS to KS4.

Assistant Headteacher
(Science and Quality of Education)

We are a school where all staff build positive relationships with children, parents and visitors to the school, seeing this as fundamental to every child's success.

Working to improve the lives of children in our local community isn't just a job — it's the dream. At Matford Brook Academy, we get to live our values every day: showing up with kindness, pushing for scholarship, and building a strong, inclusive community. We write our story here — together. And that story is one of ambition, heart, and belief in what's possible for every child.

There's a shared drive in our team: to do things differently, to do them better, and to lead the way. We want to be a lighthouse — not for recognition, but to light the path for others. To show what happens when you put children first and challenge the status quo on education inequality.

This is bold, meaningful work — and we're just getting started.

SENDCO

Theo



Bekah



Working at Matford Brook Academy has been incredibly rewarding. I have only been at MBA since September, but I have never felt more supported in a role. MBA is such a close-knit community, where every pupil, and member of staff is known and valued, and where your contributions matter and professional growth is encouraged, and supported!

PASTORAL SUPPORT MENTOR

We reflect this through the Values of Scholarship, Kindness and Community. You can read more about our Values on our website.

Staff testimonials ””

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

Key Purpose of 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

- Co-ordinate an effective administration function for the school providing the full range of duties which may include financial administration, attendance, pupil services, behaviour and curriculum support
- Respond to administration queries from pupils, parents/carers and other visitors ensuring more complex matters are actioned appropriately
- Liaise with staff, parents/carers and external agencies
- Arrange and support meetings, training and events
- Support the wider administration team to offer resilience and provide cover
- Maintain computerised and manual records for the school
- Produce reports, correspondence and other school communications
- Maintain an up-to-date knowledge of the procedures and processes for safeguarding the welfare of children and actively promote best practice
- Proactively promote the school, leading tours for prospective parents/carers as necessary

Your Key Objectives

Support pupils to

Love coming to school
Achieve well
Live a life of opportunity

Support colleagues to

Love coming to work
Build high quality professional relationships with Trust networks
Inspire others

Support communities to

Love our schools
Value working together
Make the world a better place

Person Specification

Essential
Desirable

Qualifications

NVQ3/A Level in a relevant discipline or an equivalent level of knowledge and experience.

GCE English and Maths (grade C/4 or above) or equivalent level of experience.

Experience

Administrative experience

Experience of Management Information System(s) or suitable transferable skills with confidence and willingness to develop own knowledge

Administrative experience in an educational setting

Finance and/or HR administration

Key Skills

Maintain confidentiality and adhere to Data Protection regulations at all times

Excellent organisational skills and ability to meet deadlines

Good knowledge of ICT

Able to use own initiative

Excellent team player

Able to fulfil all aspects of the role with confidence and fluency in English

Align with Our Trust 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

At Matford Brook Academy...



#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/workwith us](http://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.

Microsystem

Child

- sleep well
- eat breakfast
- Follow school rules and routines
- attend school regularly

Family

- healthy sleep patterns
- nutritional diet including breakfast
- Online safety parental controls
- adequate housing
- clean clothing
- Support school policies
- Protect from dangers
- attend medical appointments
- Ensure attendance is good

School

- Behaviour, Health and Safety, Accessibility, Safeguarding, Supporting Pupils with Medical Conditions and Anti-Bullying Policy
- Online Safety lessons and workshops for parents/carers
- Early Help support
- First Aid trained staff
- Attendance Engagement Officer and Attendance Policy
- Nutritional lunches and free breakfast
- Foodbank support
- Wrap around care

Mesosystem

- We endeavour to provide a safe and welcoming environment for pupils and their families.
- We listen to our pupils and families and take seriously what they tell us.
- We work in partnership with other agencies such as CAMHS and Early Help

Macrosystem

- Keeping Children Safe in Education
- Teacher Standards
- Devon and Plymouth Children's Social Services
- 0-25 SEND Team
- Virtual School

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:

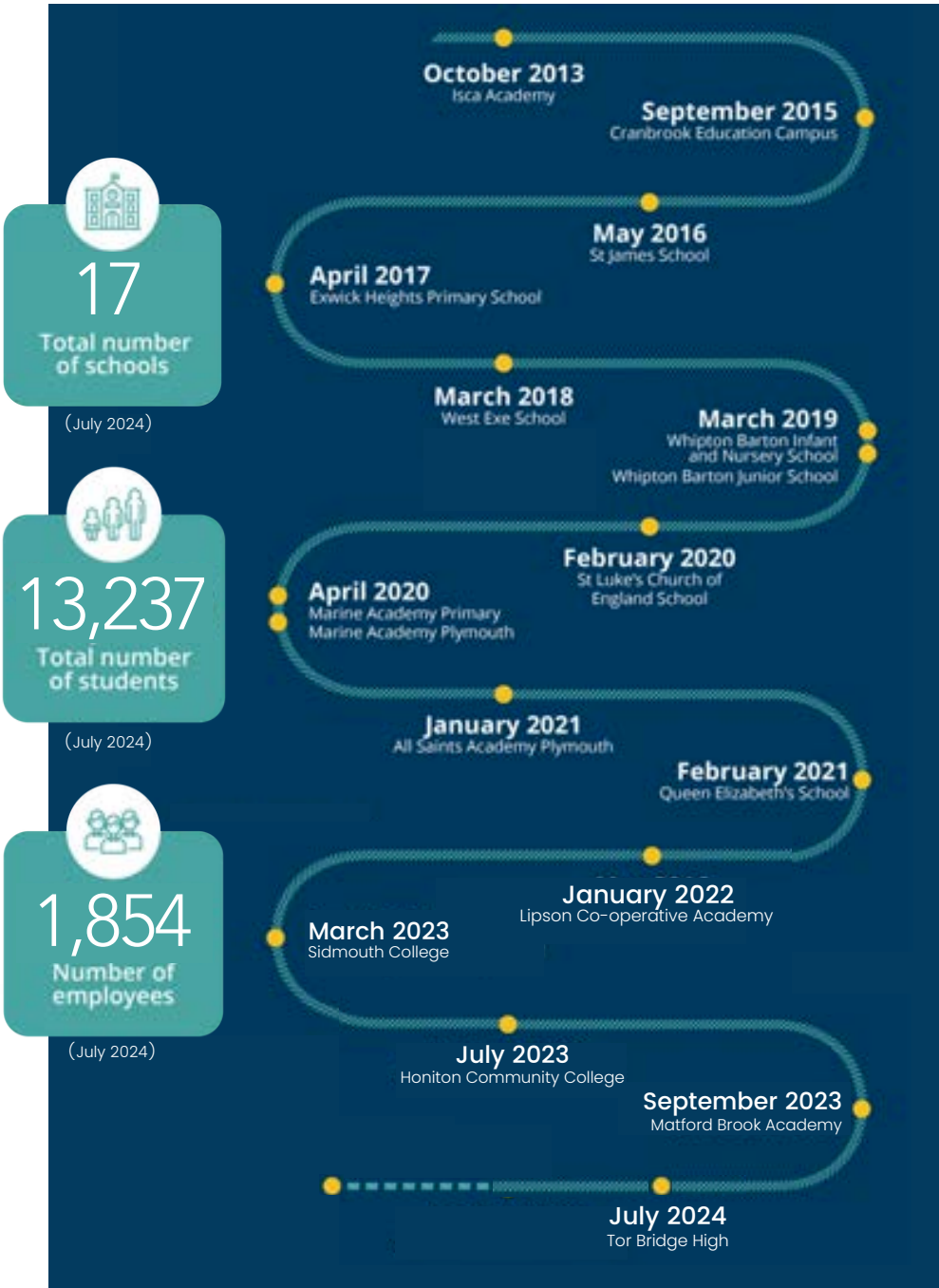
 <p>Exceptional development and networking opportunities</p>	 <p>Cost of blue light cards can be claimed through expenses</p>
 <p>Free annual flu jab, eye test and allowance for glasses</p>	 <p>Exclusive discounts, cashback and vouchers</p>
 <p>Free, confidential employee helpline. Available 24-7 through Health Assured</p>	 <p>Access to Wisdom app to support your mental health</p>
 <p>Up to 10% off all Pure Gyms</p>	 <p>up to the value of £2,000.</p>
 <p>Up to 2 days paid emergency time off for dependants</p>	 <p>Generous public sector pension schemes for all staff</p>
 <p>Timetabled instructional coaching for all teachers</p>	 <p>Family friendly policies and flexible working opportunities</p>



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!

