

Isca Academy Deputy Head of Business Support



At Isca we place our students at the heart of everything that we do, and are relentless in the pursuit of excellence for every individual.

♥ We **INSPIRE** our students, ♥
♥ celebrate their **SUCCESS**, ♥
care about our **COMMUNITY** and
have **AMBITION** for every single
child.



TABLE OF CONTENTS

• Key Details	1
• How to Apply	2
• About Isca Academy	3
• A Warm Welcome from our CEO	4
• Job Description	5
• Person Specification	6
• #lifeattedwragg	7
• The Ted Wragg Institute	8
• Our Ted Wragg Standard	9
• Our Benefits Our Trust	10
• Journey	11
	12



Key Details

Salary

Grade E - Actual Salary
£25,823.98 - 28,506.66

Location

Isca Academy,
Earl Richards Road
South, Exeter EX2 6AP

Hours

Monday - Friday
Term-time only

Interviews

w/c 1st June 2026

Closing date

Sunday 31st May 2026

Required from

June 2026

Isca Academy is an aged 11-16 secondary school based in the heart of Exeter. We firmly believe in the value of a rounded education which promotes creativity, resilience, self-belief and confidence; and we pride ourselves on our exceptional extra-curricular, creative and outdoor education programmes.

How to apply

For an informal conversation about the position please contact Harriet Smith at recruitment@iscaexeter.co.uk

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



About Isca Academy



Vicki Joyce
Headteacher



Isca has an experienced and skilled staff who have a track record of going above and beyond to provide exceptional opportunities for our students. We recognise that delivering great qualifications is important however, in parallel, building students' character and self-esteem, nurturing their ambition and inspiring a new generation to achieve beyond their wildest imagination is the Isca difference.



- **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

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

To support the Head of Business Support in the delivery and coordination of business and operational functions across the school.

To undertake a wide range of advanced administrative and operational tasks, ensuring efficient, compliant and effective systems and processes.

To act as a key point of contact for business support functions, providing guidance to colleagues and supporting the smooth day-to-day running of the school.

Operational Support and Coordination

- Support the implementation of business and operational processes across the school.
- Coordinate activities across business support functions to ensure effective service delivery.
- Act as a point of contact for queries, resolving issues within established procedures and escalating where necessary.
- Identify and contribute to improvements in systems and processes.

Administrative and Business Functions

- Undertake advanced administrative tasks across multiple functions (e.g. HR, compliance, and operations).
- Ensure accurate and timely maintenance of records and systems.
- Support the preparation of reports, returns and documentation.
- Manage confidential information in line with data protection requirements.

HR Support

- Support recruitment and onboarding processes.
- Maintain personnel records and HR systems.
- Assist with payroll preparation and checking processes.
- Monitor and record staff absence in line with procedures.

Recruitment Marketing

- Support the promotion of vacancies through appropriate channels (e.g. website, job boards, social media).
- Assist in preparing recruitment materials such as adverts, candidate information packs and communications.
- Ensure vacancy information is accurate, up to date and reflects the school's values and offer.
- Contribute to improving the effectiveness and reach of recruitment activity.

Compliance and Governance

- Maintain and update compliance records (e.g. Single Central Record, training logs).
- Support data protection and GDPR processes.
- Assist with audit requirements and ensure documentation is accurate and up to date.

Key Duties & Responsibilities

Job Description

Key Duties & Responsibilities

Premises and Health & Safety

- Support processes relating to premises, maintenance and health & safety.
- Maintain relevant records (e.g. risk assessments, checks, servicing records).
- Report issues and ensure follow-up in line with procedures.

Communications and Events

- Support the coordination of school events and activities.
- Assist with internal and external communications, including routine correspondence and updates.

Safeguarding

- Maintain an awareness of safeguarding responsibilities in all aspects of the role.
- Ensure safeguarding procedures are followed and relevant records maintained.

Decision Making

- Make decisions within established policies and procedures.
- Use judgement to resolve day-to-day operational issues.
- Refer complex or high-risk matters to the Head of Business Support.

General Responsibilities

- Provide guidance and support to colleagues on business support processes and procedures.
- Work collaboratively with staff across the school to ensure effective service delivery.
- Promote a professional and efficient approach to administrative and operational work.
- Participate in training and development as required.
- Undertake any other duties within the remit of the role as directed by the Head of Business Support, Senior Leadership Team, or Headteacher.



Person Specification

Essential / Desirable

Experience

- Administrative Experience • Essential
- Administrative experience in an educational setting • Desirable
- Business administration experience • Desirable

Qualifications & Training

- GCSE (or equivalent) in English and Maths. • Essential
- Full UK Driving Licence • Essential
- NVQ Level 3/4, BTEC, HNC or equivalent qualification in business administration, or relevant experience • Desirable

Key Skills

- Strong organisational and time management skills. • Essential
- Ability to manage a varied workload and meet deadlines. • Essential
- Good communication and interpersonal skills. • Essential
- Attention to detail and accuracy. • Essential
- Ability to work within established procedures and exercise judgement where required. • Essential
- Competent in Microsoft Office and administrative systems. • Essential



#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

Love coming to work



Experience high quality development



Inspire others



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 Domain-Specific

Create new habits 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



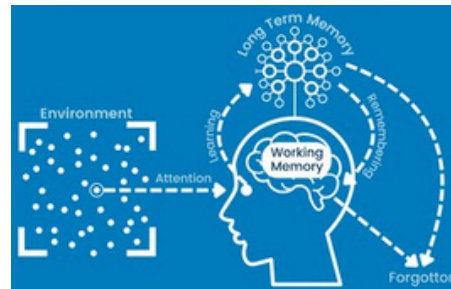
Thrives in a complex system



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:



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 with us!

