



Part of the
Ted Wragg TRUST

MAP Secondary Finance Officer

At MAP, we have a clear and ambitious mission: to provide every student with the opportunity to get to and through university. By achieving this, we enable all students to excel in top careers and live the best lives. Our community is built on three core values that guide everything we do: Aim High, Be Kind and Dont give up



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Key Details

Salary

Actual Salary: £23,887 - £26,244
(Grade D)

Location

MAP Secondary

Hours

37

Interviews

ASAP

Closing date

Monday 12th January 2026

Required from

February 2026

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How to apply

For an informal conversation about the position please contact SLT Admin at sltadmin@marineacademy.org.uk

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 MAP Secondary



Welcome from the Principal

Thank you for your interest in joining our community at this exciting time in the journey of our school. Driven by our passion for social justice, we are incredibly proud to have recently been rated 'Good' by Ofsted, and are now striving to become a beacon of national excellence, eager to redefine what is possible in education. Our mission is ambitious yet clear: to provide every student with the opportunity to get to and through university. By achieving this, we empower our students to excel in top careers and live the best possible lives.

To work here, you must believe in the importance of setting the highest expectations for both student behaviour and academic achievement. We believe that exceptional conduct is crucial to maintaining a safe and happy environment for all and we support our teachers in delivering an unashamedly academic curriculum, where they teach as the subject experts in a calm, purposeful environment. Equally, we believe that joy and community are just as crucial to our school culture. We encourage all staff to create warm, positive relationships and bring moments of joy to students. Our innovative rewards and celebration systems go above and beyond those of other schools, ensuring that students feel valued and recognised for their achievements. This balance of high expectations and a joyful, supportive atmosphere helps our students reach their full potential while building a strong, connected community.

At our school, we believe that the well-being of our staff is fundamental to our success. That's why we are committed to enabling a healthy work-life balance and providing ongoing professional development for all staff, at every level and in every role. We deeply value the contributions of every member of our team, knowing that a culture of collaboration is essential to ensuring our academy continues to improve and evolve. You will also benefit from being part of the Ted Wragg Trust, an ambitious and inclusive family of schools that shares our belief in the transformative power of education. Being a part of this network enables us to collaborate with some of the best leaders, teachers, and communities, further enriching our educational environment and enhancing the opportunities available to both staff and students.

If you share our vision and are passionate about making a real difference in the lives of young people, we would be delighted to welcome you to our school.

Warmest Regards,

Jen Brimming
Principal



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 our Headteachers**.

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

Finance 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 supporting the Senior Leadership Team by providing a comprehensive financial administration service across the school.
Your responsibilities	• To be responsible for the full ordering process within the school • Processing sales invoices and ensuring effective debt management and control. • To process all income receipts, ensuring accurate spreadsheet records are maintained. • To prepare and manage cash, cheques, business card transactions. • To assist with the planning, monitoring and evaluation of Trip Accounts • Processing and maintenance of financial data on the Trust's financial management system. • To assist in the closedown of the Trust's accounts for Isca Academy. • Support budget holders in the use of the Trust's financial management system. • Liaison with students, staff, parents and external hirers and suppliers on relevant financial issues.
Grading criteria	• Support colleagues to <u>familiarise</u> 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

Person Specification

Finance Officer (Grade D) Person Specification

Qualifications

- | | |
|---|-----------|
| • NVQ3/A Level in a relevant discipline or an equivalent level of knowledge and experience. | Essential |
| • GCSE (or equivalent) in English and Maths | Essential |

Experience

- | | |
|---|-----------|
| • Administrative Experience | Essential |
| • Administrative experience in an educational setting | Desirable |

Key skills

- | | |
|---|-----------|
| • Maintain confidentiality and adhere to Data Protection regulations at all times | Essential |
| • Excellent organisational skills and ability to meet deadlines | Essential |
| • Good knowledge of ICT | Essential |
| • Able to use own initiative | Essential |
| • Excellent team player | |
| • 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
- **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



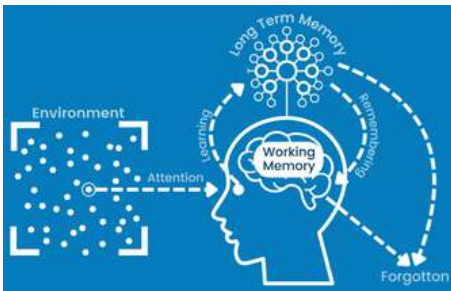
Thrives in a complex system



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.

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.

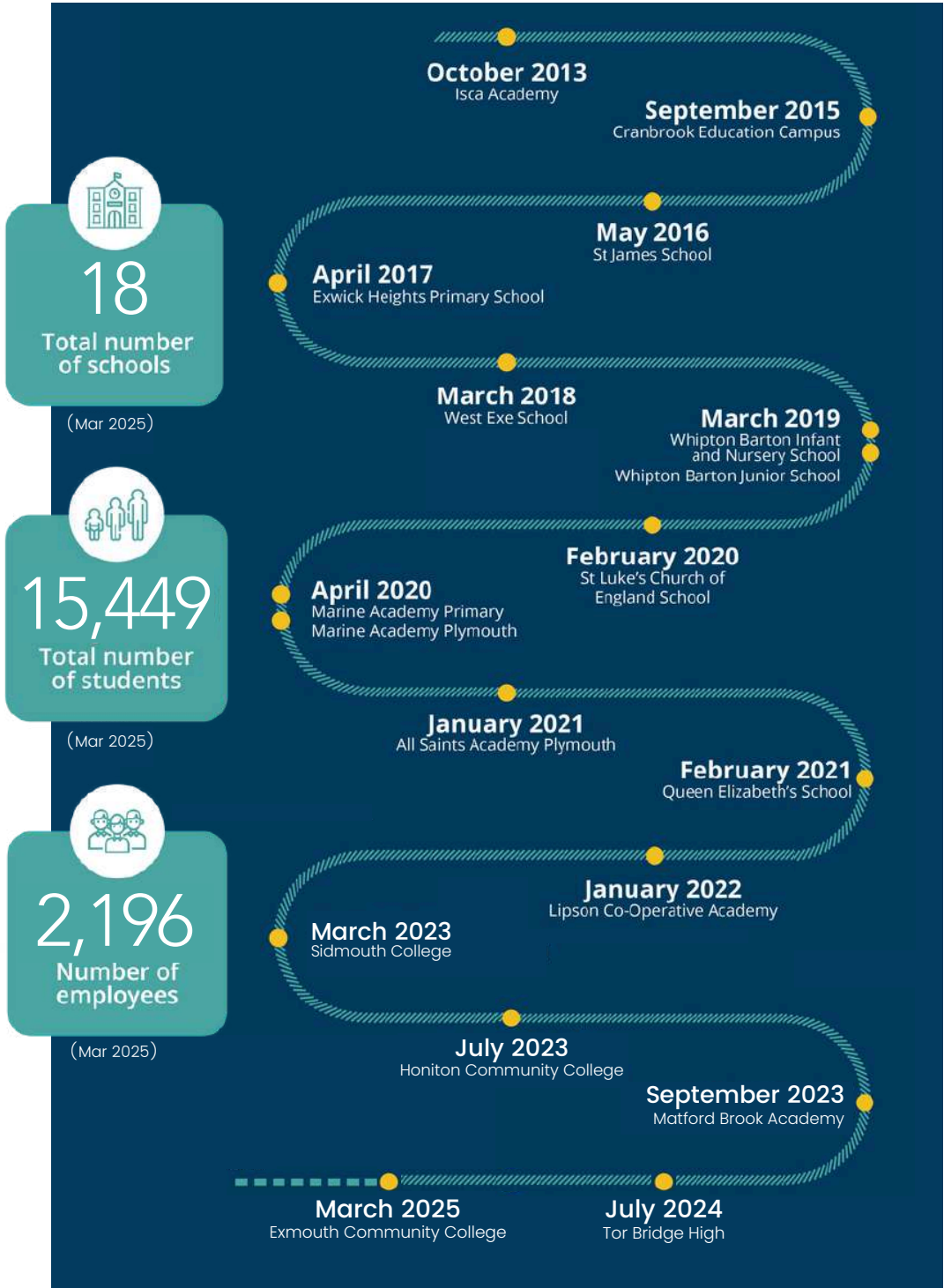
When you join our Ted Wragg family we are here for you every step of the way. Here are some of the benefits we offer:



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.





Part of the
Ted Wragg TRUST

Thank you for your
interest in working for
us!

