

## HR Assistant

The work you will do will make a profound difference to children and their families at a time where education has never mattered more.

We take real joy in each others contributions and successes towards our shared mission of transforming lives, strengthening communities and making the world a better place.

Tim Rutherford,  
Deputy CEO



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# Key Details

Salary	Grade C actual salary £24,790 – £25,584	Location	Exeter
Hours	37 hours per week	Interviews	Monday 28th July
Closing date	11.59pm 20th July 2025	Required from	As soon as possible

## How to apply

For an informal conversation about the position please contact  
[HR@tedwraggtrust.co.uk](mailto:HR@tedwraggtrust.co.uk)

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

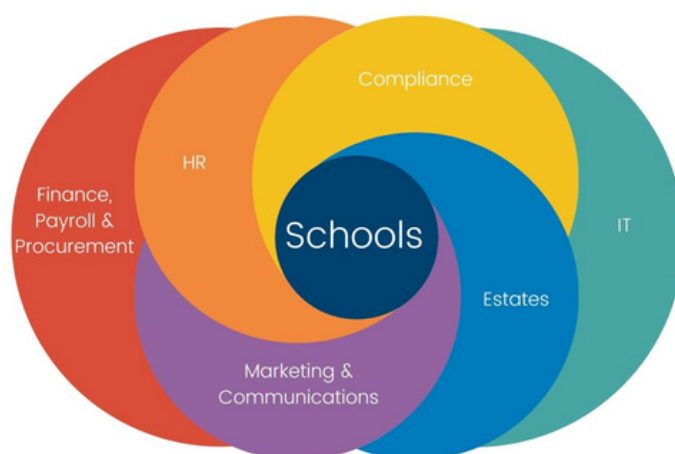


The Ted Wragg Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check.





# About Shared Services



At the Ted Wragg Trust, we are committed to transforming lives through education. Our Trust is built on the values of ambition, selflessness and collaboration. We believe that by working together, we can achieve more and make a lasting impact on the communities we serve. Our Shared Services Team plays a pivotal role in supporting our schools and ensuring they operate efficiently and effectively.

Our Shared Services team comprises of experts in various fields, including IT, finance, HR, and communications. We work collaboratively to provide comprehensive support to all the schools within our Trust. We have a strong focus on continuous professional development and offer regular training opportunities to help you stay updated with the latest advancements in technology and best practices.

Our specialised teams include:

- Governance and Compliance: Supporting our schools to adhere to legal and regulatory requirements;
- Finance: Managing budgets, financial planning, and reporting;
- Human Resources: Supporting recruitment, staff development, and employee relations;
- IT Services: Providing technical support and maintaining IT infrastructure;
- Facilities Management: Overseeing the maintenance and safety of school buildings and grounds;
- Communications and Marketing: Promoting the Trust's vision and achievements.

As part of the Shared Services team, you will be joining a group of dedicated professionals who are passionate about supporting our schools and ensuring that they have the resources and technology they need to succeed.



# 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**.

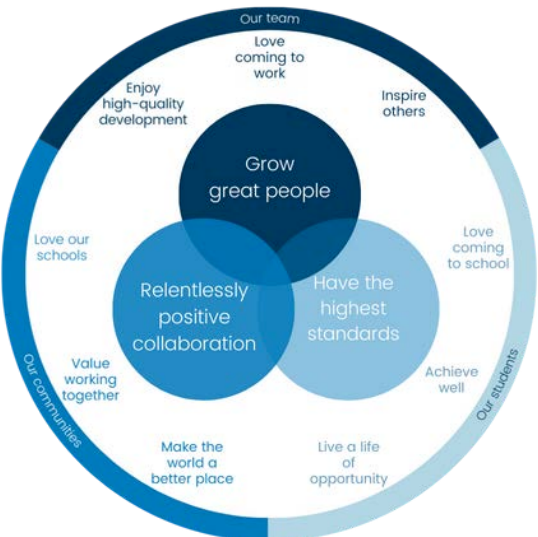
Our values driven, growing 2-18 Trust, has the highest expectations for every child, every day, with social justice at our core. In this pack you will find out more about how we **support, develop** and **grow our Headteachers**.

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

## HR Assistant (Grade C)

### Job Description

#### Key purpose of the role

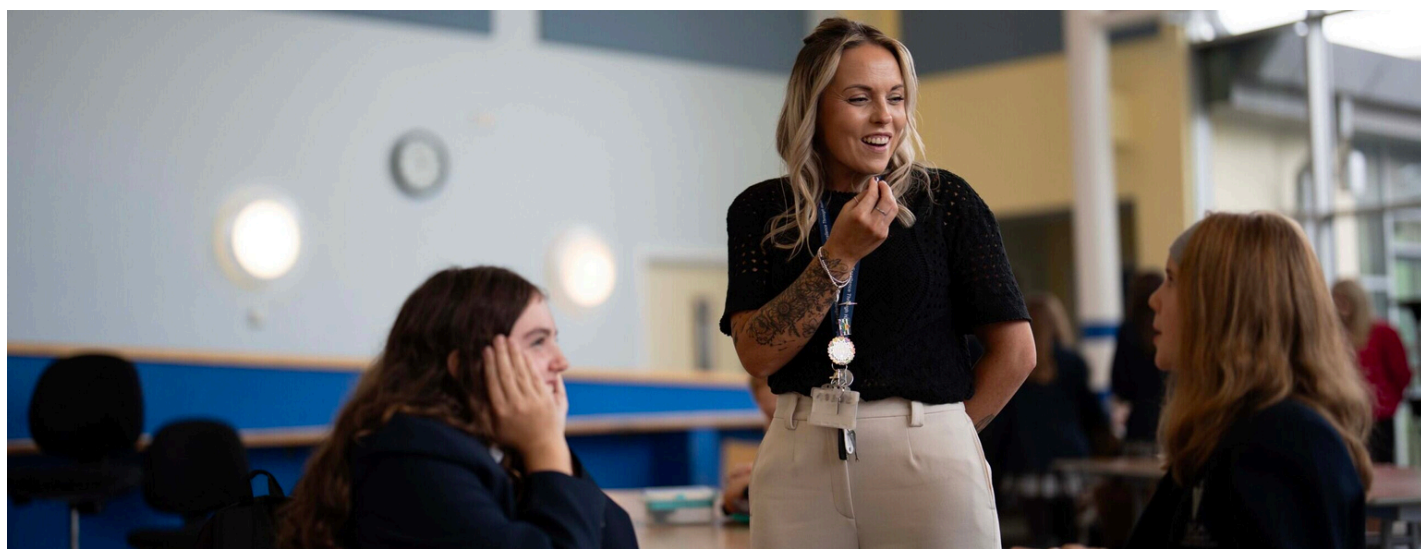
Enable the Trust to realise its mission to 'Transform lives, strengthen communities and make the world a better place by providing a high-quality and effective administration service covering all aspects of the HR function.

#### Your responsibilities

- Supporting the HR team to provide the full range of HR administrative duties
- Support the HR team to provide an excellent recruitment and onboarding process
- Provide HR support to the Shared services team including absence, induction and training administration
- Produce reports, correspondence and other communications
- Work closely with HR colleagues to meet payroll deadlines
- Input, manipulate and analyse data to support the HR function
- Maintain an up-to-date knowledge of the procedures and processes for safeguarding the welfare of children and actively promote best practice

#### 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

## HR Assistant (Grade C) Person Specification

Qualifications	• GCSE (or equivalent) in English and Maths	Essential
	• Relevant CIPD qualification and membership	Desirable
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	• <b>Ambitious:</b> works hard, has the highest standards and is positive for the future.	Essential
	• <b>Selfless:</b> 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
	• <b>Collaborative:</b> builds strong relationships and networks.	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](http://www.tedwraggtrust.co.uk/workwithus)

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

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



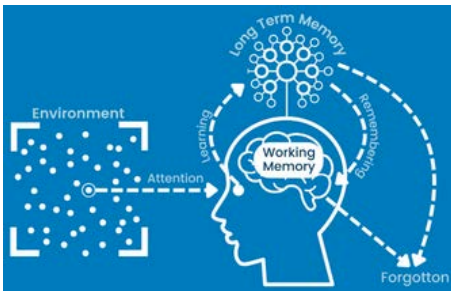
Thrives in a complex system



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.

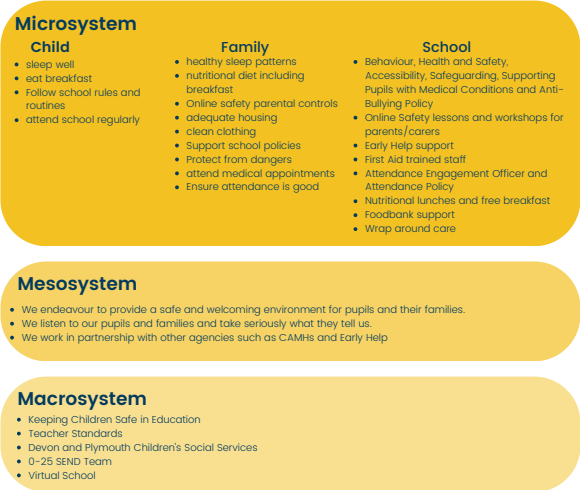


## Key Concept: Every Child Succeeds



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.

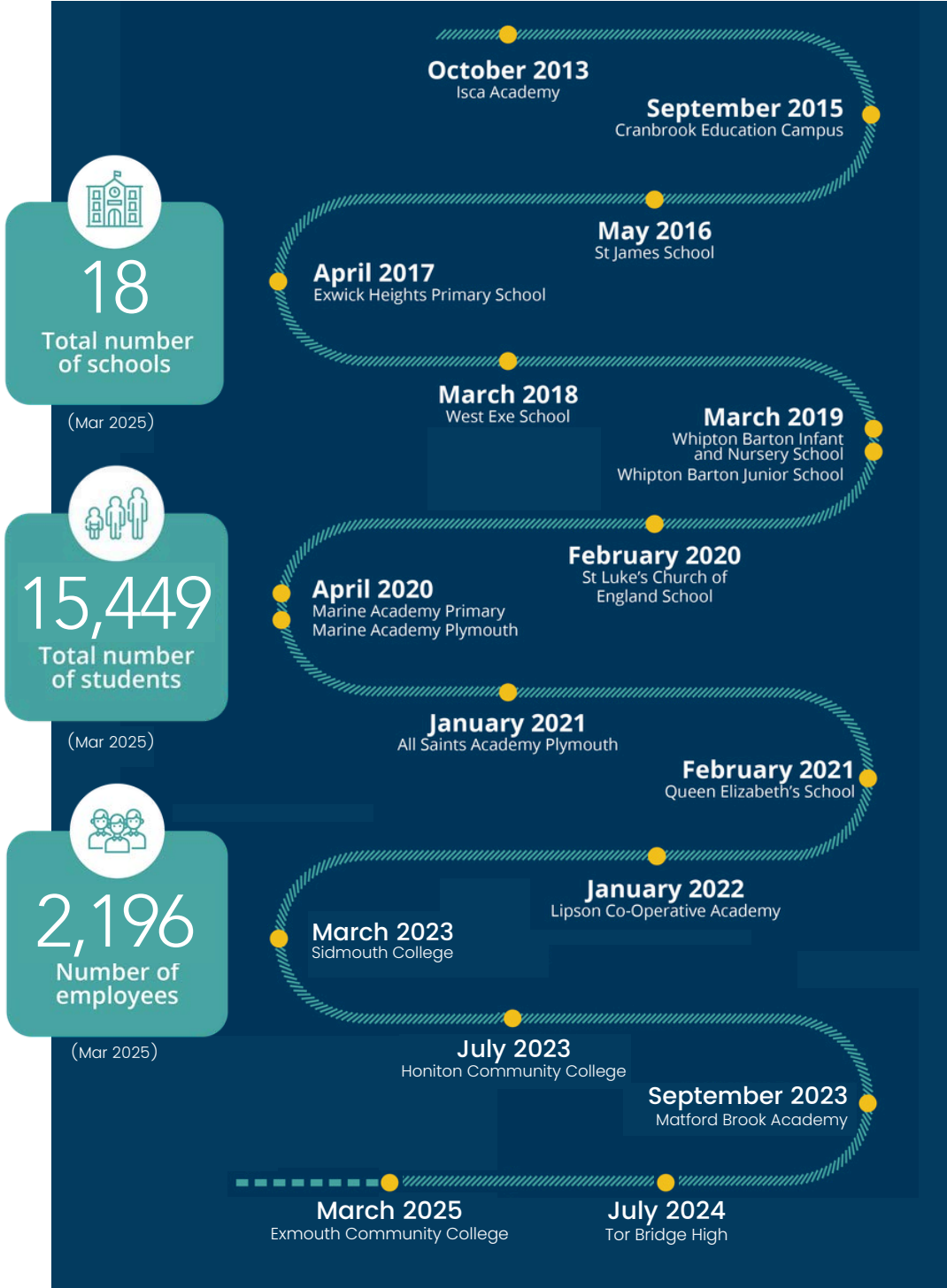
When you join our Ted Wragg family we are here for you every step of the way. Here are some of the benefits we offer:



# 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!

