

MAP Primary

Primary Administrator

“To provide an outstanding education that ensures all pupils reach their greatest potential and live by life’s highest values.”



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Key Details

Salary	£21,146 – £23,287 (Grade D)	Location	Marine Academy Primary
Hours	35	Interviews	TBC
Closing date	Friday 16 th May 2025	Required from	ASAP

“To provide an outstanding education that ensures all pupils reach their greatest potential and live by life’s highest values.”

How to apply

For an informal conversation about the position please contact Recruitment at Recruitment@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 to Marine Academy Primary



Welcome to Marine Academy Primary – Where Stars Shine Brighter! At Marine Academy Primary, we believe every child has the potential to shine. Our caring, dedicated #TeamMarine staff create a safe and inspiring environment where each child can thrive academically, socially, and emotionally. We are passionate about nurturing young learners and helping them grow into confident, curious individuals who are excited about their future. This website gives you a glimpse into the exciting opportunities and experiences we offer at our inclusive, aspirational, and successful free school. From a broad and engaging curriculum to a strong sense of community, we are committed to providing a learning environment where children feel valued, supported, and encouraged to reach their full potential. We invite you to explore our website to learn more about our school, discover how we make learning exciting, and find out about the many ways we support our students' growth. We'd also be delighted to welcome you for a tour of our school, so you can see first hand what makes Marine Academy Primary such a special place.

WAt Marine Academy Primary we are dedicated to providing the best education for all and the very brightest of futures. Our mission is to provide an outstanding education that ensures all pupils reach their greatest potential and live by life's highest values. Not only do we want our children to succeed academically, we want them to be polite, determined and confident citizens of the future.

Georgina Reid
Headteacher



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

Business Administrator (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 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 attendance, student services, behaviour and curriculum support
- Respond to administration queries from students, 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

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 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



Job Description

Business Administrator (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	• Excellent organisational skills and ability to meet deadlines	Essential
	• Good knowledge of ICT	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

#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

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



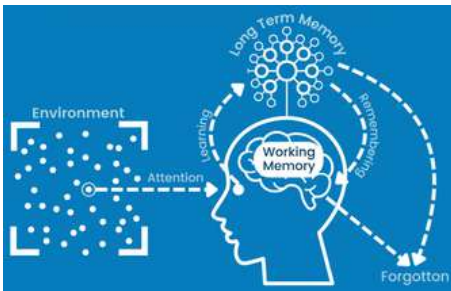
Thrives in a complex system



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.

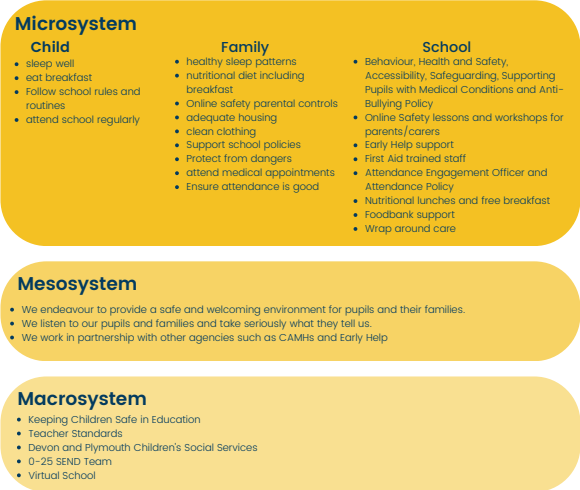


Key Concept: Every Child Succeeds



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:



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.



Up to 2 days paid emergency time off for dependants



Generous public sector pension schemes for all staff



Timetabled instructional coaching for all teachers



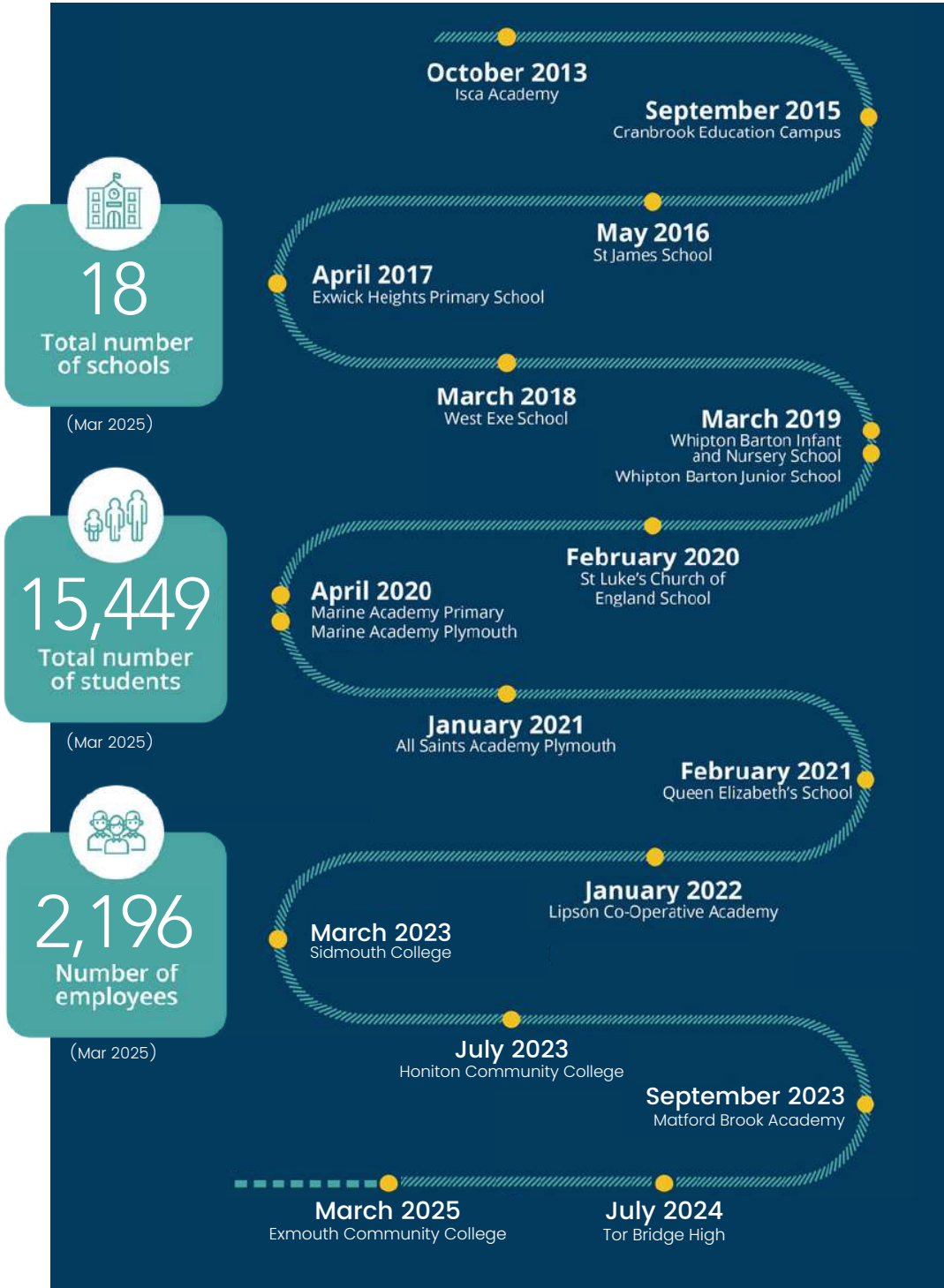
Family friendly policies and flexible working opportunities



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 for
us!

