



Recruitment Pack

Reception Administrator

QE School, Crediton

Closing Date: 9am Monday 11 November

Ted
Wragg TRUST

Ted Wragg Trust



An ambitious and inclusive Trust of schools strengthening our communities through excellent education.



**Welcome from the Ted Wragg Trust
CEO, Moira Marder**



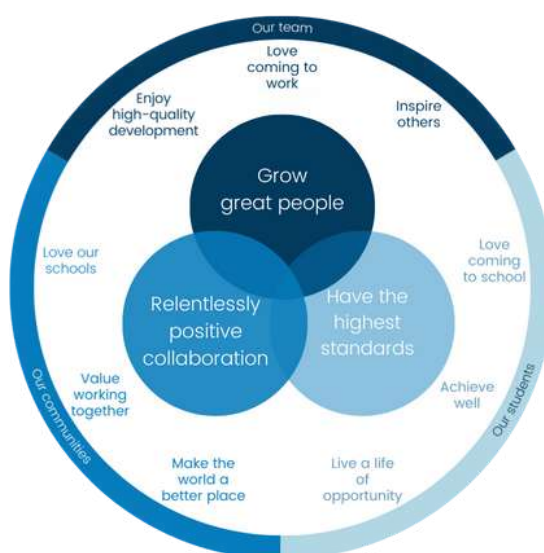
On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working with us. The Ted Wragg Trust (TWT) is an **ambitious** and **inclusive** Trust of schools **strengthening our communities** through **excellent education**. Our values driven, rapidly growing 2-18 Trust has the highest expectations for every child, every day, with social justice at our core.

This is a hugely exciting time for us as a growing Trust who work closely with other local schools and Trusts across Devon.

We demonstrate our love through our values



How we will succeed



Queen Elizabeth's School

Letter from the Headteacher

Dear Applicant

Thank you for your interest in this post at Queen Elizabeth's School. The school currently has 1250 students on roll including our Sixth Form. The majority of our students are drawn from our partner primary schools across mid Devon and the greater Exeter area.

Founded in the 16th century, the school is set in the market town of Crediton, just 7 miles from Exeter. We are an ambitious school dedicated to providing an excellent education that develops knowledge, character, contribution and wisdom. Our Year 7 and 8 students are taught on our Barnfield campus and Years 9-13 at Western Road. At Queen Elizabeth's our coaching programme supports all colleagues to continuously improve their classroom and leadership practice. We were delighted to be judged as Good in the most recent Ofsted report in May 2022, which recognised our high-quality curriculum and continued improvement in achieving positive outcomes for all students. Through high quality teaching and a broad range of extra-curricular activities we aim to instil our students with the values of respect, reflection and resilience.

The enclosed recruitment pack outlines the key duties and accountabilities of the post. The successful applicant will:

- possess the skills and determination to make a positive difference to the lives of our students
- be relentless in encouraging all students to build their knowledge and actively contribute to school life within our community so that they develop a sense of pride and belonging

I look forward to hearing from you; please visit our website for more information about the school and contact us if you have any questions. Please do get in touch via Mrs Anna Field, Personnel Assistant anna.field@qe.devon.sch.uk

Yours sincerely

Paula Smith - Headteacher



Key Details

Job Title: Reception Administrator, 2 days per week,
Wednesday and Thursday

Location: Queen Elizabeth's, CREDITON

Salary: Grade C, 5-7 Starting salary £9,286

Closing Date: 9am Monday 11 November

Interviews:

Required From: ASAP

If you share our mission to have
the best outcomes in the country
by 2027, we would love to hear
from you.



How to apply

If you would like an informal conversation about this role
please contact Anna Field, anna.field@qe.devon.sch.uk

Please use the application form available on the Trust
website and email it to: anna.field@qe.devon.sch.uk



Queen Elizabeth's School

Job Description

663 Hours pa.

17 hours per week during term time.

Typical working pattern 8am-5pm - 2 days a week with a half an hour unpaid break. Wednesday and Thursdays

Role Purpose: To provide 'front of house' and administrative support services for the school, ensuring positive first impressions for visitors and an efficient service to students, parents and staff. The role involves working collaboratively with a broad range of colleagues. Queen Elizabeth's is a large School based across two campuses, the post holder will work flexibly across both sites.

Job Description

- To work alone or as part of a team to provide a welcoming first point of contact for all visitors to the school and to respond efficiently to email and telephone switchboard enquiries.
- To provide general clerical and administrative support for a wide variety of functions including but not limited to word processing, parental communications, postage, photocopying, data input and filing.
- To enable effective communication between school stakeholders including students, staff and parents.
- To support the administration of school databases including Bromcom and those for parental communications.
- To support and administer student welfare, attendance, admission, transition and behaviour systems, cover, Tutors and Year Team Leaders.
- To assist in the planning and organisation of school events and activities.
- To play a key communications role in the school's emergency procedures.
- To assist with general display work around the school.

Development

- To undertake training as required.

Typical working pattern

- Typically, two days a week, 8am – 5pm with a 30-minute unpaid break. This post and another three day post cover the five day working week during term time.
- This working pattern is subject to change and you will be required to work flexibly with colleagues to ensure the operational needs of the school are met.

Other Duties

- To support the achievement of the school's objectives by working proactively with colleagues on activities outside direct area of responsibility as required.
- To follow the school's ICT policy for safe use of ICT.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies.
- To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person.
- To work in compliance with the Codes of Conduct, Regulations and policies of the school and its commitment to equal opportunities.
- To comply with the school's Health & Safety policy, procedures and statutory requirements.



Person Specification

Qualifications and Experience	Essential/Desirable
Educated to GCSE level or above including a minimum of GCSE grade C in English	Essential
Experience of working in a learning environment with young people	Desirable
Reception/Front of house experience	Desirable
Customer service focussed experience	Essential
General administration experience	Desirable
Using a range of ICT packages	Essential
Working knowledge of School systems	Desirable
Passionate belief in the potential of all young people	Essential
Ability to work without close supervision	Essential
Good interpersonal skills including; a welcoming, professional and approachable style, the confidence to deal with complex situations appropriately, the ability to be assertive when required	Essential
Effective planning and organisation skills	Essential
Strong communication skills, able to; build positive professional relationships with young people, parents and colleagues, construct formal and informal communications to a high standard, remain calm and seek constructive solutions when dealing with pressured situations, be a good ambassador for the school, respond professionally to enquiries in person, by email and telephone	Essential
Numeracy, literacy and ICT skills at a level appropriate to the role. Competent Microsoft office (Outlook, Word and Excel) user	Essential
Able to manage confidential information appropriately and with discretion	Essential
Resilient, able to respond well under pressure	Essential
Positive, confident and constructive in approach with high levels of enthusiasm and energy	Essential
Able to use initiative to solve problems	Essential
Flexible and adaptable in approach	Essential
Willingness to participate in ongoing training and development	Essential
Able to work effectively as a member of a team	Essential
Respect for all members of our community and able to model this respect	Essential
Understanding of safeguarding issues and able to promote the welfare of children and young people	Essential
Suitability to work with children	Essential



Growing great people

Our aim is to be the greatest place to work in the South West. We know that to succeed in our mission we must invest in and grow great people. Our comprehensive suite of development opportunities are available for everyone whether you are just starting in your career or an experienced leader, there will be a development pathway to suit you.

Tim Rutherford – Deputy CEO

We know to be the greatest place to work we must welcome great people, retain great people and develop great people.

Click on the areas below to find out about our comprehensive benefits and development opportunities.



In our Trust, we are committed to nurturing a workplace where our employees feel that they belong. We believe that the culture of our trust thrives when individual differences are embraced so that everyone feels comfortable and confident in being who they are. This is supported through ensuring inclusivity in culture and equity in opportunities. We are committed to high quality and reflective employment practice so that we attract, retain and grow employees from diverse backgrounds and communities.

Our Journey



Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about how education can transform young people's futures.



Our Partnerships:

Our ongoing partnerships with the following organisations creates opportunities for a Headteacher joining our Trust to access leadership development, study tours and wider networks with some of the best schools, trusts and leaders across the country.



Colyton Grammar

