

Lipson Co-operative Academy **Receptionist**

If you want to join us in a school that aims to be truly great, you will need to share our passion for wanting to improve the life chances of the children who live within the community we serve

Martin Brook
Headteacher



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Key Details

Salary

Grade C £24,790 – £25,584
(Actual Salary £8,555 – £8,829)

Location

Lipson Academy

Hours

15 hours per week for 38.6
weeks per year. Monday-
Tuesday 8.00am – 16.00pm

Interviews

Tuesday 15th July 2025

Closing date

Monday 7th July 2025

Required from

1st September 2025



How to apply

For an informal conversation about the position please contact Amy Humphries, Business Lead at 01752 671318 or hr@lipson.plymouth.sch.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 Lipson Co-operative Academy



Welcome to Lipson Co-operative Academy, a school at the heart of its community trying to ensure that every single student is given the best possible opportunity to reach their true potential. We put culture first and believe that everything else follows.

At Lipson, we like to do things a bit differently. Kindness is at the heart of everything we do so therefore the relationships between our people at all levels are crucial.

Lots of schools talk about the importance of this, but, for us, it is the foundation upon which everything we do is built. In the classroom and around the school, it is the quality of the relationships between our staff and our students that underpins every aspect of our work.

If you join us, you are not just joining a school; you become part of a family. It is a place where everyone is valued and known as an individual. Staff wellbeing is an integral part of our ethos and we are not afraid to say no to the latest initiative or gimmick if we do not think that it will add value to what we are already doing.

Our core purpose is to raise levels of student achievement and we will only put our efforts into anything that we believe will have a positive impact on this simple mantra. However, Lipson is also about working together and we aim to create an environment where students and staff can have fun, be valued and thrive.

We want our students to be confident, well rounded individuals who are fully prepared and able to play a full role in the world in which they live. It is important that they leave Lipson with the necessary skills and qualities required to make a contribution to society, but it is also vital that they leave us with the necessary qualifications to earn their way in the world.

Our students are fantastic young people and they are rightly very proud of their school. Our role is quite simple. It is to do everything we can to enable the teachers here to teach to the very best of their ability so that our students can learn to the best of theirs. We think we are on to something special here at Lipson; come and join us and be the one that makes the difference.

We warmly invite you to visit We warmly invite you to visit our school to experience for yourself its unique atmosphere and see the outstanding opportunities we offer our students.



Martin Brook Headteacher

A Warm Welcome from our CEO



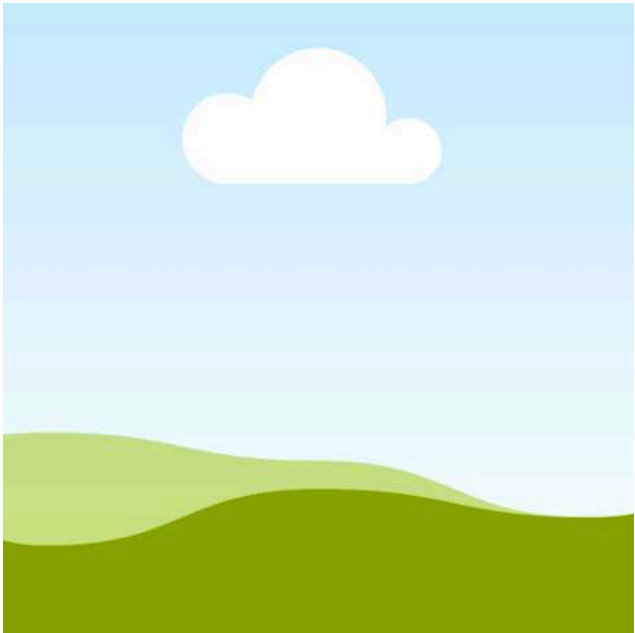
An ambitious and inclusive Trust of schools strengthening our communities through excellent education.



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

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 by providing a warm and welcoming reception service.

Your responsibilities

- Provide a warm, welcoming and effective reception service for the school
- Act as a first point of contact for students, parents/carers and other visitors
- Respond to face to face, telephone and email enquiries
- Provide administrative support as required
- Provide cover for colleagues
- Maintain an up-to-date knowledge of the procedures and processes for safeguarding the welfare of children and actively promote best practice.
- Act as a role model for students at all times
- Be willing to undertake First Aid, Fire Marshall and Reader/Scribe training



Person Specification

Qualifications	<ul style="list-style-type: none"> GCSE (or equivalent) in English and Maths 	Essential
Experience	<ul style="list-style-type: none"> Administrative or reception experience Administrative or reception experience in an educational setting 	Essential Desirable
Key skills	<ul style="list-style-type: none"> Excellent organisational skills and ability to meet deadlines Good knowledge of ICT Excellent communication skills Able to use own initiative Excellent team player Maintain confidentiality and adhere to Data Protection regulations at all times Able to fulfil all aspects of the role with confidence and fluency in English 	Essential Essential Essential Essential Essential Essential Essential
Values	<ul style="list-style-type: none"> Ambitious: works hard, has the highest standards and is positive for the future. 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. Collaborative: builds strong relationships and networks. 	Essential Essential 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

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



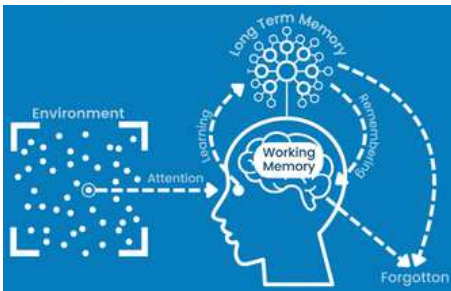
Thrives in a complex system



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.

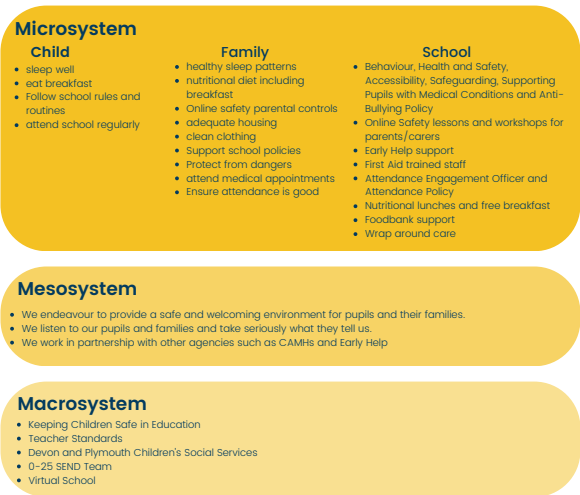


Key Concept: Every Child Succeeds



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



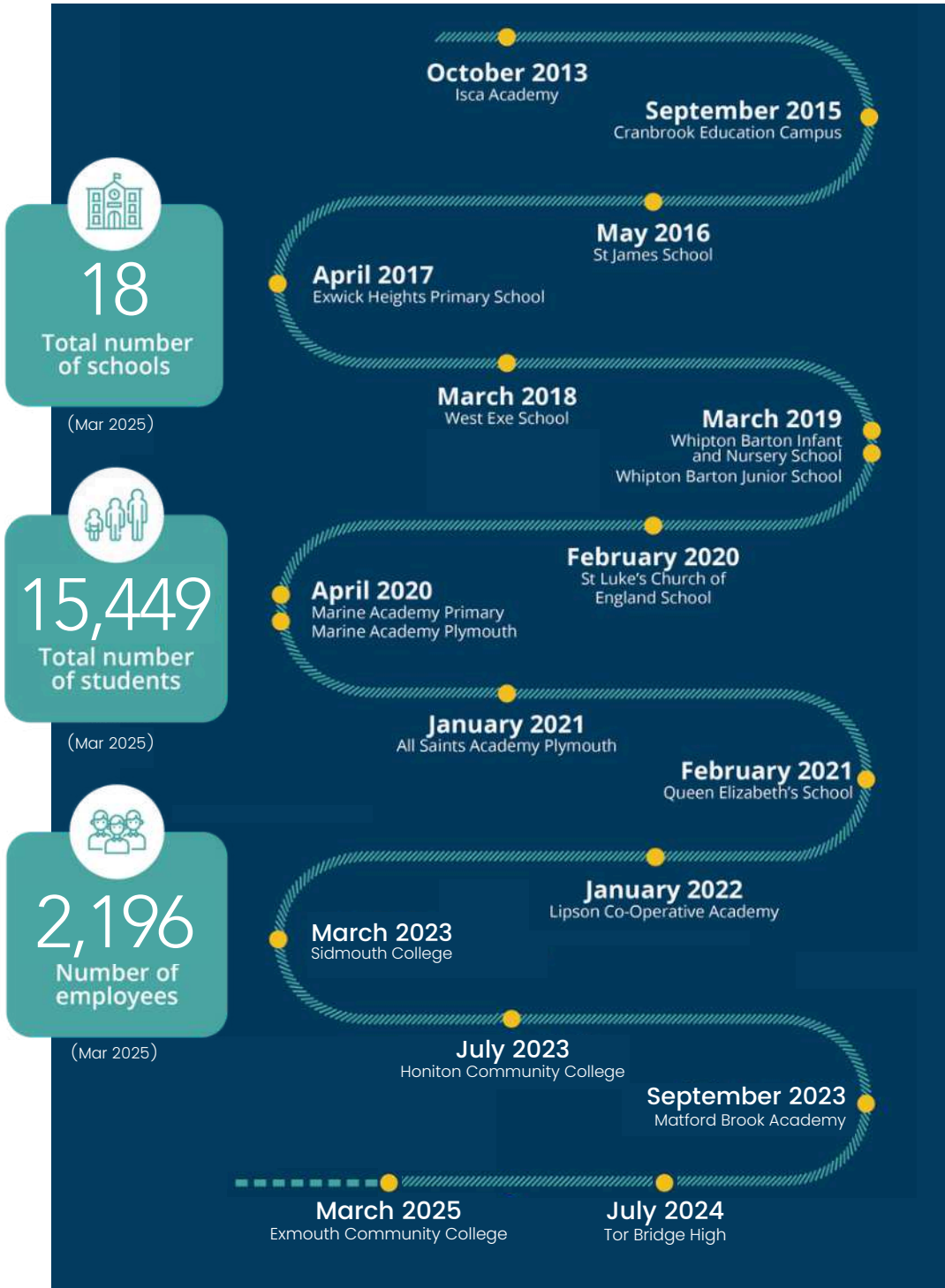
Family friendly policies and flexible working opportunities



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!

