

# St Luke's Church of England School **SEND PA and Administrator**

## Recruitment Pack



# TABLE OF CONTENTS

• Key Details	1
• How to Apply	1
• About St Luke's School	2
• A Warm Welcome from our CEO	3
• Job Description	4
• Person Specification	5
• #lifeattedwagg	6
• The Ted Wragg Institute	7
• Our Ted Wragg Standard	8
• Our Benefits	9
• Our Trust Journey	10



# Key Details

Salary	Grade D – Actual £23 695 – £26 094	Location	St Luke's School
Hours	Full time 38hrs/39 weeks	Interviews	TBC
Closing date	9am – 26th January 2026	Required from	March 2026

## Our Mission

We are an ambitious and inclusive Church of England School, dedicated to ensuring all students live life to the full

## How to apply

For an informal conversation about the position please contact Kerri Moore at [office@stlukescofe.school](mailto:office@stlukescofe.school)

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 St Luke's School



This is such an exciting time to be joining St Luke's. We were recently named among the top 5 schools in Devon for the progress students make in their GCSEs, and we are proud to have been rated 'Good' by Ofsted in 2024.

If you join St Luke's you will be surrounded by people who have an unapologetic mission to be better every day. We offer all staff exceptional professional development through weekly coaching which has seen us be named as one of only 13 national coaching hubs.

Our staff also benefit from disruption free classrooms, centralised behaviour systems, wider Trust leadership development programmes and access to exceptional leadership coaching and opportunities such as South West 100. At St Luke's, we are relentless in our mission to support the improvement of educational outcomes in the South West.

We are incredibly proud to be part of the values-led Ted Wragg Trust, which continues to have a transformative impact on the lives of young people and communities. While we maintain a relentless focus on the highest standards and outcomes, our distinctive ethos means that everyone in our community acts with compassion in all they do. If you are someone who believes in the power of education to transform the lives of all young people, regardless of background, then St Luke's is the place for you. We will provide you with the very best training, opportunities and environment that ensures you can be brilliant every day.

Harrison Littler  
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 great people**.

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

## 1. Key Purpose of Job:

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 student support service for the school.

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## 2. Key Duties and Accountabilities

- Taking the lead on the Annual Review process for EHCP students across all year groups, including organising meetings, inviting parents/carers and professionals, and preparing all relevant paperwork.
  - Making sure parents/carers receive information in a timely way, minuting meetings and completing required online forms.
  - Overseeing the review process for Children in Care (CiC) students.
  - Providing day-to-day administrative support to the SENDCo and SEND Team, including managing diaries and calendars.
  - Liaising with external agencies, parents and reception to organise appointments and meetings, including booking rooms and coordinating schedules.
  - Preparing professional, accurate letters, reports, policy documents and other paperwork.
  - Managing SEND records and documentation, ensuring everything is stored correctly and shared in line with data protection requirements.
  - Supporting meetings by preparing agendas, coordinating attendance and producing minutes.
  - Keeping student files, records and databases up to date with accurate electronic and paper filing.
  - Helping out with general administrative tasks as needed.
  - Reporting any safeguarding or child protection concerns in line with school policy.
  - Organising, maintaining and developing SEND resources, and giving feedback to the SENDCo on what works well.
  - Supporting positive behaviour, inclusion and student independence in line with school policies.
  - Building positive relationships with students, acting as a role model and setting high expectations.
  - Supporting Exam Access Arrangements.
  - Taking part in training and professional development opportunities.
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## 3. Supervision/Line Management Responsibilities of the post

- None
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## 4. Working Environment & Conditions of the post

- In support of the Trust's vision and ethos of shared teaching and learning to improve educational outcomes for young people, the post-holder may be required to travel and teach within any school in the Ted Wragg Multi Academy Trust.
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## 5 General

- Maintain a presence in national professional networks and through these and other means ensure a current overview of relevant policies and developments.
  - Comply with and uphold all respects of the Trust's Code of Practice on equality and diversity.
  - Contribute to the safeguarding and promotion of the welfare and safety of children and young people with regard to the relevant documents published by the Department of Education, within an academy in the Ted Wragg Multi Academy Trust.
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## 7. Other Information

- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
  - The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
  - The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
  - The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
  - The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at
  - This post is based at St Luke's School but the post holder may be required to move their base to any other location within the Trust upon request
  - The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
  - To undertake additional duties as required, commensurate with the level of the job.
  - To attend Awards Evenings and Celebration Events.
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As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

The Ted Wragg Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and operate in accordance with the Safeguarding and Child Protection Policy. All applicants will be subject to a full Disclosure and Barring Service check before an appointment is confirmed. This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

The Trust is committed to ensuring that our employees are able to achieve their full potential in an environment offering dignity, respect and equality of opportunity.



# Person Specification

## Job requirements

Essential/  
Desirable

### Qualifications and Professional Development

- Minimum Level 2 qualifications (GCSE or equivalent, to include English and Maths)
- Good numeracy/literacy skills
- Requirement to participate in training/development as/when identified by line manager as essential for performance of the post

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### Knowledge & Experience

- Previous secretarial or administrative experience, ideally gained in a complex, fast-paced and confidential setting.
- Experience of working in an education environment, with a good understanding of school administration.
- The ability to work well under pressure, prioritise effectively and meet deadlines.
- A calm, professional approach, even in challenging or high-pressure situations.
- Strong interpersonal skills, with the ability to build and maintain positive working relationships.
- Excellent written and verbal communication skills, including a friendly and professional telephone manner.
- The confidence to communicate effectively with staff, parents and external professionals at all levels.
- A high level of discretion and a strong commitment to maintaining confidentiality.
- Excellent organisational skills, with the ability to multitask, work flexibly and use your own initiative.
- Great attention to detail, with the ability to produce accurate work and maintain high standards.
- Strong IT skills, with excellent knowledge of Microsoft Office (Word, PowerPoint, Outlook and internet use).
- Working knowledge of Bromcom and Microsoft Excel (or a willingness to learn).
- Willingness to work within a team and provide additional support when requested.

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## 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.

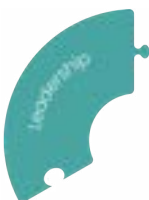


# Our Ted Wragg Standard



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.

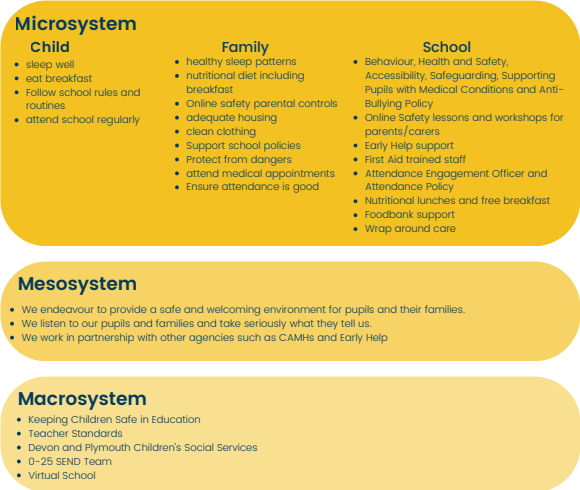


## Key Concept: Every Child Succeeds



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!

