

Isca Academy

Senior Leadership Team Administrator



At Isca we place our students at the heart of everything that we do, and are relentless in the pursuit of excellence for every individual.



We **INSPIRE** our students, celebrate their **SUCCESS**, care about our **COMMUNITY** and have **AMBITION** for every single child.



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Key Details

Salary

Grade D - Actual salary
£23,071.62 - £25,407.68

Location

Isca Academy
Earl Richards Road South,
Exeter EX2 6AP

Hours

Mon - Thurs 7.00am - 3.00pm
Friday 7.00am - 2.30pm

Interviews

15th July 2026

Closing date

10th July 2026

Required from

July or September 2026

Isca Academy is an aged 11-16 secondary school based in the heart of Exeter. We firmly believe in the value of a rounded education which promotes creativity, resilience, self-belief and confidence; and we pride ourselves on our exceptional extra-curricular, creative and outdoor education programmes.

How to apply

For an informal conversation about the position please contact Harriet Smith at recruitment@iscaexeter.co.uk

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



About Isca Academy



Vicki Joyce
Our Headteacher

Isca has an experienced and skilled staff who have a track record of going above and beyond to provide exceptional opportunities for our students.

We recognise that delivering great qualifications is important however, in parallel, building students' character and self-esteem, nurturing their ambition and inspiring a new generation to achieve beyond their wildest imagination is the **Isca** difference.



- **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

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.

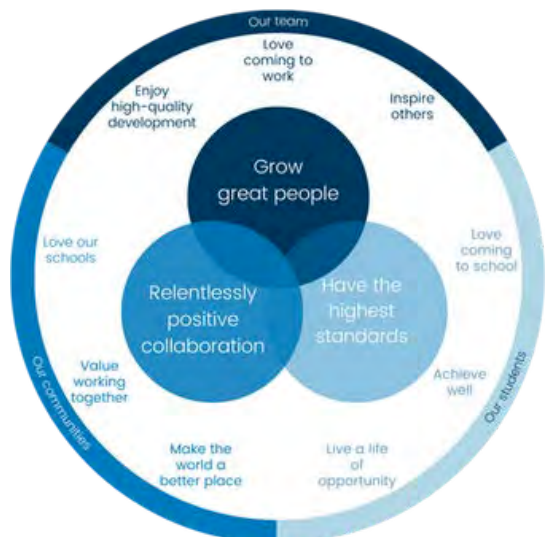
In our **ambitious** and **inclusive** Trust of schools we know that every individual is critical to help us to achieve our collective mission to **transform lives, strengthen communities** and **make the world a better place**.

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

Key Purpose

To provide high-quality administrative support to the Senior Leadership Team (SLT) and to coordinate the daily cover arrangements for teaching staff, ensuring the smooth and efficient operation of the school. The postholder will act as a key point of contact for staff, visitors, and external agencies, maintaining confidentiality and professionalism at all times.

Key Duties & Responsibilities

Senior Leadership Team Administration

- Provide comprehensive administrative support to members of the Senior Leadership Team.
- Manage diaries, appointments, meetings, and schedules for designated SLT members.
- Prepare agendas, take minutes, and distribute documentation for meetings as required.
- Draft, format, and distribute correspondence, reports, presentations, and other documents.
- Maintain accurate records, filing systems, and databases.
- Coordinate and support school events, meetings, and parental communications.
- Manage incoming and outgoing communications on behalf of SLT, including emails, telephone calls, and correspondence.
- Assist with the preparation and collation of reports and data for governors, Ofsted inspections, and other stakeholders.
- Ensure confidential information is handled securely and in accordance with GDPR requirements.

Cover Administration

- Coordinate the daily cover arrangements for staff absences, ensuring lessons are appropriately covered.
- Maintain accurate records of staff absence, cover allocation, and associated costs.
- Liaise with teaching staff, supply agencies, and external providers to arrange cover where required.
- Produce and distribute daily cover schedules and communicate changes promptly to relevant staff.
- Support the administration of staff leave requests in line with school policies.
- Maintain and update cover management systems and relevant databases.
- Assist with contingency planning for periods of high staff absence.

General Administrative Duties

- Support the wider administrative functions of the school as required.
- Assist with school communications, including newsletters & letters
- Undertake data entry and produce reports using school management systems.
- Support compliance with safeguarding, health and safety, and school policies.

Person Specification

Essential Criteria

- GCSE Grade C/4 or above (or equivalent) in English and Mathematics.
- Proven experience in an administrative role.
- Excellent organisational and time-management skills, with the ability to prioritise competing demands and meet deadlines.
- Strong ICT skills, including Microsoft Office applications (Word, Excel, Outlook, and PowerPoint).
- Excellent written and verbal communication skills.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Strong attention to detail and accuracy.
- Ability to work independently and use initiative while also working effectively as part of a team.
- Effective problem-solving skills and the ability to respond positively to changing priorities.
- Professional, approachable, and reliable manner.
- Ability to build positive working relationships with staff, students, parents, governors, and external agencies.
- Commitment to safeguarding and promoting the welfare of children and young people.

Desirable Criteria

- Experience working in a school or educational setting.
- Experience of cover administration, staff scheduling, or workforce planning.
- Experience supporting senior leaders or executive teams.
- Knowledge and experience of school management information systems, such as SIMS, Arbor, or Bromcom.
- Experience of producing reports, analysing data, and maintaining databases.
- Knowledge of school attendance, staffing, and absence procedures.
- Understanding of GDPR and data protection requirements within an educational environment.
- Experience of organising meetings, events, and taking formal minutes.
- A recognised administrative or business support qualification (e.g. NVQ Level 3 in Business Administration or equivalent).

Safeguarding Statement

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check and satisfactory references.

#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/workwith us](http://www.tedwraggtrust.co.uk/workwithus)



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 Domain-Specific

Create new habits 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.

Microsystem

Child

- sleep well
- eat breakfast
- Follow school rules and routines
- attend school regularly

Family

- healthy sleep patterns
- nutritional diet including breakfast
- Online safety parental controls
- adequate housing
- clean clothing
- Support school policies
- Protect from dangers
- attend medical appointments
- ensure attendance is good

School

- Behaviour, Health and Safety, Accessibility, Safeguarding, Supporting Pupils with Medical Conditions and Anti-Bullying Policy
- Online Safety lessons and workshops for parents/carers
- Early Help support
- First Aid trained staff
- Attendance Engagement Officer and Attendance Policy
- Nutritional lunches and free breakfast
- Foodbank support
- Wrap around care

Mesosystem

- We endeavour to provide a safe and welcoming environment for pupils and their families.
- We listen to our pupils and families and take seriously what they tell us.
- We work in partnership with other agencies such as CAMHS and Early Help

Macrosystem

- Keeping Children Safe in Education
- Teacher Standards
- Devon and Plymouth Children's Social Services
- 0-25 SEND Team
- Virtual School

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 with us!

