



# Recruitment Pack

## Student Receptionist and First Aider

St James School

September 2024

Closing Date: 23/06/24

Interview Date: W/C 24th June

Ted  
Wragg  
TRUST

# Ted Wragg Trust



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



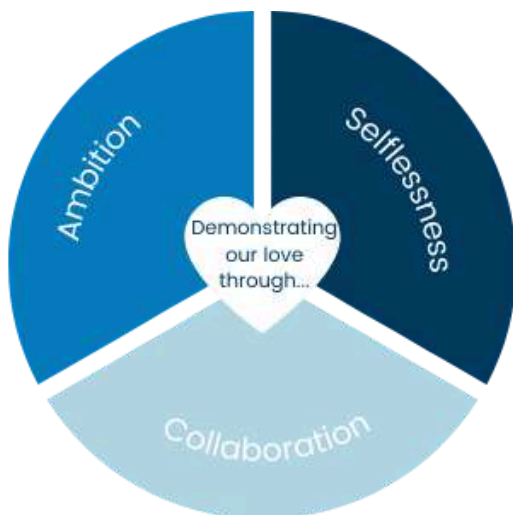
**Welcome from the Ted Wragg Trust  
CEO, Moira Marder**



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.

## Our Values



### Selflessness

- put **children** at the heart of all we do
- prioritise others and build **healthy teams**
- **be brave**

### Ambition

- **work hard**
- **strive** to be even better
- be the **best** we can

### Collaboration

- build **trust**
- build strong **relationships**
- be **stronger together**

## How will we succeed?







# St James School

We value kindness and work to be kind in all our interactions and engender the same in our students.

St James is a thriving, diverse and ambitious community with 980 pupils. We are an 11-16 mixed comprehensive school that is consistently one of the highest performing in the area. We perform so well because from the moment they join us, we ask our pupils to work hard and be kind. These two behaviours epitomise what we think is important for both pupils and staff alike.

Our school is situated in the East of Exeter on a new, purpose-built site which means we benefit from excellent facilities, including an art and photography suite with gallery, an amphitheatre, a drama studio and a theatre with full rigged lighting and raked seating, a 4G full sized pitch, a greenhouse, allotments and significant school fields.

At St James, we value teachers' time which is why we have a sensible marking policy for classwork meaning that you are not routinely expected to handwrite feedback to pupils. Additionally, we have an automated system for homework which is planned, set and checked for you. All this saves you time so that you can focus on getting to know your pupils and planning the very best lessons for them. Across EBACC subjects, we have a common curriculum with fully resourced schemes that you simply need to refine for your classes' needs.

Our classrooms are disruption free as our behaviour system removes pupils who do not follow our lesson expectations. All sanctions are centralised so that you can simply get on with your job: teaching.

We ensure that our students are outward facing and enjoy a full range of experiences and opportunities whilst they are at St James. We help develop open minded, receptive and kind people, who embrace new ideas and change and who enjoy life and want to explore it by experiencing new things. The arts are core to our curriculum and are the beating heart of our school. All students partake in the arts and are given the opportunity to take the full range of arts qualifications at KS4.

More than 70% of our pupils complete the English Baccalaureate, and, as a result, we see our students invited to join elite post-16 programs, such as the Exeter Maths School and the Reach Academy.

The core of our ambitious learning culture is a broad, knowledge-rich curriculum, which is cohesive, cumulative and effectively sequenced. Our common curriculum is academic, rigorous and challenging, and designed with long-term memory in mind; students' knowledge, skills and understanding are cemented by frequent and systematic revisiting.



Our colleagues are  
incredibly  
committed and  
passionate about all  
that they do



Our curriculum aims not only to provide students with the knowledge and skills to obtain optimum GCSE outcomes but also to develop a love for subjects, acquiring knowledge and skills which set them up for future studies. Through a curriculum which, for us, encompasses every aspect of school life, we are developing our community of young people to have deep agency with their learning: they are curious about the world around them and proud to be learning with us.

We are committed to providing the very best environment for professional growth, believing that this is key to fostering an innovative and a progressive atmosphere. Our colleagues are incredibly committed and passionate about all that they do and are rewarded with bespoke CPD provision, in-house career progression opportunities, together with a relentless focus on staff wellbeing. If you are reflective in your approach and have a desire to be part of a highly successful school improvement team then this is the school for you.

Like Dylan William, we believe 'every teacher needs to improve, not because they are not good enough, but because they can be even better'. That's why our teachers receive weekly coaching sessions so that they can reflect on and refine their practice. We don't carry out formal, graded lesson observations as we believe our focus should be on helping teachers improve, rather than prove their practice.

Ofsted judged us to be a strong Good in our inspection in 2018. Our results in 2019 saw our students sustain the high level of performance of recent years. Headline figures show that 65% of students left with a grade 9-4 in English & Maths (a 'standard' pass) and 42% with a grade 9-5 in English & Maths. 77% of students achieved a 4 or above in English, and 62% a 5 or above, whilst in Maths 70% achieved a 4 or above, and 48% a 5 or above. The school's strong performance in the Ebacc has also continued.

We value kindness at St James and work to be kind in all of our interactions and engender the same in our students. So, if you like to work hard and be kind and you like your pupils to do the same, St James School is the place for you.

#### **The Governing Body:**

The Local Governing Body operates with full delegated authority from the Ted Wragg Multi Academy Trust and is directly accountable to the Trust. The governors understand well their statutory duties to hold leaders to account as well as setting the strategic direction of the academy and ensuring the academy has a sound financial footing. Their commitment is absolute, believing in social justice they bring a rich background of experience beyond education. They are led by a chair determined for the academy to be a first choice for parents and where every child is given the opportunity to fulfil their potential.

## Key Details

Job Title: Student Receptionist and First Aider

Location: St James School

Salary: Grade D (£24,702 - £27,334) (Actual £21,246 - £23,507)

Closing Date: Sunday 23rd June

Interviews: W/C Monday 24th June

Required From: September 2024

If you share our mission of providing an ambitious curriculum, disruption-free classrooms and great learning so that children can use their education to become their best selves, thrive in fulfilling careers and lead great lives, then we would love to hear from you.



## How to apply

Applications can be made and further information is available via our website: [www.stjamesexeter.co.uk](http://www.stjamesexeter.co.uk) or by email to [recruitment@stjamesexeter.co.uk](mailto:recruitment@stjamesexeter.co.uk).

We would welcome visits to the school prior to applications. To arrange one, please contact HR by email [recruitment@stjamesexeter.co.uk](mailto:recruitment@stjamesexeter.co.uk)





## Job Description

### Key Purpose of Job

As part of the Pastoral Support Team, providing efficient, effective and professional student reception services, first aid and administration support

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### Anticipated Outcomes of Post

A professional effective and efficient service that meets the needs of the School

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### Key Duties and accountabilities of the post

- Manage student reception, dealing with the day to day needs of students, such as timetable printing and lost property.
- To record and track interventions completed by students, using in school software.
- To produce weekly, half-termly, termly and annual data in graphical format and analysis for relevant staff to evaluate the effectiveness of interventions.
- Lead on the administration of health care plans, including the maintenance and uploading of information to SIMS, the maintenance of data sheets, liaising with parents where required and ensuring information that is sent out is kept up to date and accurate.
- To provide first aid to students and keep accurate records of this in line with national guidance.
- Liaise with parents and carers about student sickness and wellbeing.
- Monitor and manage school uniform, ensuring stocks are kept up to date and that students are provided with the correct items.
- Organise school photographs, liaising with external providers.
- Organise school vaccinations, liaising with local services.
- Organise school transport, including bus passes and bus letters, liaising with Devon County Council.
- Provide general day to day administrative and clerical support, including making phone calls, sending letters and arranging meetings.
- Production of policy documents, letters and reports and other documents which are accurate and professionally presented.
- Provide administrative support for meetings, including the preparation of agendas, and undertaking/producing the minutes of meetings as required.
- Maintain and update school information, student files, records and databases, ensuring accurate electronic and paper filing of student records.
- Regularly meeting with the special education needs and pastoral teams to discuss the provisions for students who have additional health of educational needs.
- Provide other general administration where required.

## Whole School Duties As Required

- Assist with the supervision of pupils out of lesson times, including before and after school and at break and lunchtimes.
- Accompany teaching staff and students on visits, trips and out of school activities. All adults in the academy have a statutory responsibility for the welfare and safety of children and young people and will be subject to regular DBS checks

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## Supervision / Line Management Responsibilities of the Post

None

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## Working Environment & Conditions of the post

Normal Office environment

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## Other Duties

- 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
- Maintain positive, professional relationships with students, parents/carers and teachers.
- Maintain a presence around the school to ensure that the highest standards of behaviour and site-usage are upheld
- To participate in induction training, staff review processes and professional development opportunities
- To Contribute to the effective working of the school
- This post is based at St James 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.

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





# Person Specification

Job requirements	Essential/ Desirable
<p><b>Qualifications and Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum Level 2 qualifications (GCSE or equivalent, to include (English and Maths)</li> <li>• Good numeracy/ literacy skills</li> <li>• Requirement to participate in training/ development as/ when identified by line manager as essential for performance of the post</li> <li>• First Aid at work</li> </ul>	<p>E E E D</p>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of working in a customer facing role</li> <li>• Administrative experience gained in a busy working environment including contact with a range of key internal and external stakeholders and outside agencies</li> <li>• Working with young people, parents and families in an educational context</li> <li>• Working with professionals from other agencies and in a multi-agency setting</li> </ul>	<p>D D D D</p>
<p><b>Behaviours</b></p> <ul style="list-style-type: none"> <li>• Ability to work under pressure and remain calm in difficult situations</li> <li>• Good interpersonal skills</li> <li>• Ability to communicate confidently at all levels and develop and maintain effective working relationships</li> <li>• Good level of written and verbal skills (including an excellent telephone manner)</li> <li>• Ability to exercise discretion and maintain confidentiality</li> <li>• Effective team player</li> <li>• Vision aligned with St James School's highest aspirations/expectations of self and others</li> <li>• Genuine passion and belief in the potential of every child</li> <li>• Motivation to continually improve standards and achieve excellence</li> </ul>	<p>E E E E E E E E E</p>
<p><b>Knowledge/Skills</b></p> <ul style="list-style-type: none"> <li>• Understanding of the issues relating to poor behaviour</li> <li>• Understanding of the issues that may affect a student's ability to meet with school expectations</li> <li>• Ability to prioritise work and meet challenging deadline</li> <li>• Highly developed organisational skills with the ability to multitask, work flexibly and on own initiative</li> </ul>	<p>E E E E</p>



- Ability to carry out detailed work whilst maintaining accuracy and attention to detail. Accurate typing skills E
- Good standard of ICT skills, including Microsoft Office applications, in particular Word, Excel, Powerpoint and Outlook E
- Understanding of Health and Safety procedure, Child Protection issues and Data Protection Act. E

**Other**

- Committed to equality of opportunity and the safeguarding and welfare of all pupils E
- Effective use of ICT packages e.g Word, Excel or equivalent E
- Ability to fulfil all spoken aspects of the role with confidence and fluency in English E
- This post is subject to an enhanced DBS disclosure E



# 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 in our Trust to access development and wider networks with some of the best schools, Trusts and leaders across the country.



Dixons Academies Trust - A well-established multi-academy trust of 15 schools serving the communities of West Yorkshire and the North West whose mission is to lead educational improvement in the region through high performing academies which value diversity and maximise student achievement.



Cabot Learning Federation - A multi-academy trust of over twenty academies serving communities in the South West of England. Valuing collaboration and ambition, the Trust works to accelerate school improvement and embed excellence in their academies.



Reach Academy Feltham - Reach believe in the power of all through, cradle to career, education, focusing on providing seamless transition from their nursery through to their Sixth Form.



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Thank you for your interest!

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**Wragg** TRUST