



**St LUKE'S**  
Church Of England School



# Recruitment Pack

**SEND PA and Administrator**

St Luke's Church of England, Exeter

Closing Date: Midday, 1st November 2023

**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 Luke's is an ambitious and inclusive Church of England School dedicated to ensuring all students live life to the full.

We are incredibly proud to be part of the values-lead Ted Wragg Trust, which continues to have a transformative impact on the lives of young people and communities. 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 created by a centralised behaviour system, wider Trust leadership development programmes as well as 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 and are proud to be one of the most improved schools in the region following our 2022 outcomes. 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



# Key Details

**Job Title:** SEND PA and Administrator

**Location:** St Luke's Church of England School, Devon

**Salary:** Grade D £22 777 - 25 409

**Actual Salary - Pro-Rota on 38hrs / 39 weeks**  
£20 120

**Closing Date:** Midday, 1st November 2023

**Interviews:** 7th November 2023

**Required From:** ASAP

## Our Mission

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



## Our Values

As a community:

We work hard  
to achieve  
our best

We are  
inclusive

We give hope

We take  
responsibility

We show  
respect

# How to apply

If you would like an informal conversation about this role please contact Kerri Moore – [kerri.moore@stlukescofe.school](mailto:kerri.moore@stlukescofe.school)

Please use the application form available on the Trust/School website and email it to:  
[Office@stlukescofe.school](mailto:Office@stlukescofe.school)



# Job Description

## SEND PA and Administrator

### 1. Key Purpose of Job:

- To provide efficient, effective and professional administrative support for SEND.
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### 2. Key Duties and Accountabilities

- Oversee the Annual Review process for out EHCP students in all years, including diary management, invitation of professionals and parents/carers to meetings, collation of relevant documentation and feedback, sending information home to parents in a timely fashion, minuting meetings and completing online forms.
  - Administer and oversee the review process for the Children in Care students in all years.
  - Provide general day-to-day administrative and clerical support to the SENDCo and SEND Team.
  - Support the SENDCo and SEND Team with diary/calendar management.
  - Provide support to outside agencies that are involved with SEN students including managing appointments, liaising with parents and reception, booking a room for meeting.
  - Production of policy documents, letters and reports and other documents which are accurate and professionally presented.
  - Provide administration for all paperwork related to SEND ensure any documents/records shared externally meet data protection requirements.
  - Provide administrative support for meetings, including diary management and 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.
  - Provide other general administration where required.
  - Report all Child Protection Concerns to the Designated Staff in line with school policy.
  - Organise and deploy resources effectively.
  - Give feedback to the SENDCo on the effectiveness of resources.
  - Maintain existing resources and advise the SENDCo on the development of new resources.
  - Collect and circulate advice as relevant.
  - Work within the school policy to anticipate and manage behaviour constructively and effectively and to promote student's self-control and independence.
  - Establish productive working relationships with students, acting as a role model and setting high expectations.
  - Promote inclusion within the school.
  - Comply with and assist in the development of policies as appropriate such as those relating to Child Protection, Inclusion and Equality, Health and Safety, Confidentiality, Data Protection.
  - Support in the delivery of Exam Access Arrangements.
  - Undertake appropriate training as required
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### 3. Supervision / Line Management Responsibilities of the Post

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

- Normal office environment
- 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 work at other sites.

#### 5. 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.
- This post is based at St Luke's CofE 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 and support school Events.
- First Aid trained

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 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, and where applicable, a prohibition from teaching check will be completed for all applicants.





# Person Specification

Job requirements	Essential/ Desirable
<p><b>Qualifications and Professional Development</b></p> <ul style="list-style-type: none"> <li>• Good standard of education - GCSE English and Mathematics at Grade C or above (or equivalent)</li> <li>• Willingness to identify and take part in relevant self-development opportunities</li> </ul>	<p>E</p> <p>E</p>
<p><b>Knowledge and Experience</b></p> <ul style="list-style-type: none"> <li>• Secretarial/administrative experience gained working in a complex, dynamic and confidential environment.</li> <li>• Extensive knowledge of administration work gained in an education environment .</li> <li>• To work under pressure and prioritise workload in order to meet deadlines.</li> <li>• Ability to remain calm in complex and pressurised situations.</li> <li>• Good interpersonal skills. Ability to develop and maintain effective working relationships.</li> <li>• Good written and verbal skills (including an excellent telephone manner). Ability to communicate effectively with staff and external contacts at all levels.</li> <li>• Ability to exercise discretion and maintain confidentiality.</li> <li>• Highly developed organisation skills with the ability to multitask. Can work flexibly and on own initiative.</li> <li>• Ability to carry out detailed work whilst maintaining accuracy and attention to detail. Accurate typing skills.</li> <li>• Excellent knowledge of Microsoft Office application, in particular Word, PowerPoint, Outlook and the internet.</li> <li>• Working knowledge of SIMS and Microsoft Excel</li> </ul>	<p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Willingness to participate in professional development and training.</li> <li>• Evidence of sound ICT skills.</li> <li>• Willingness to work within a team and provide additional support when requested.</li> <li>• Must pass relevant safeguarding of children checks.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>



# 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.



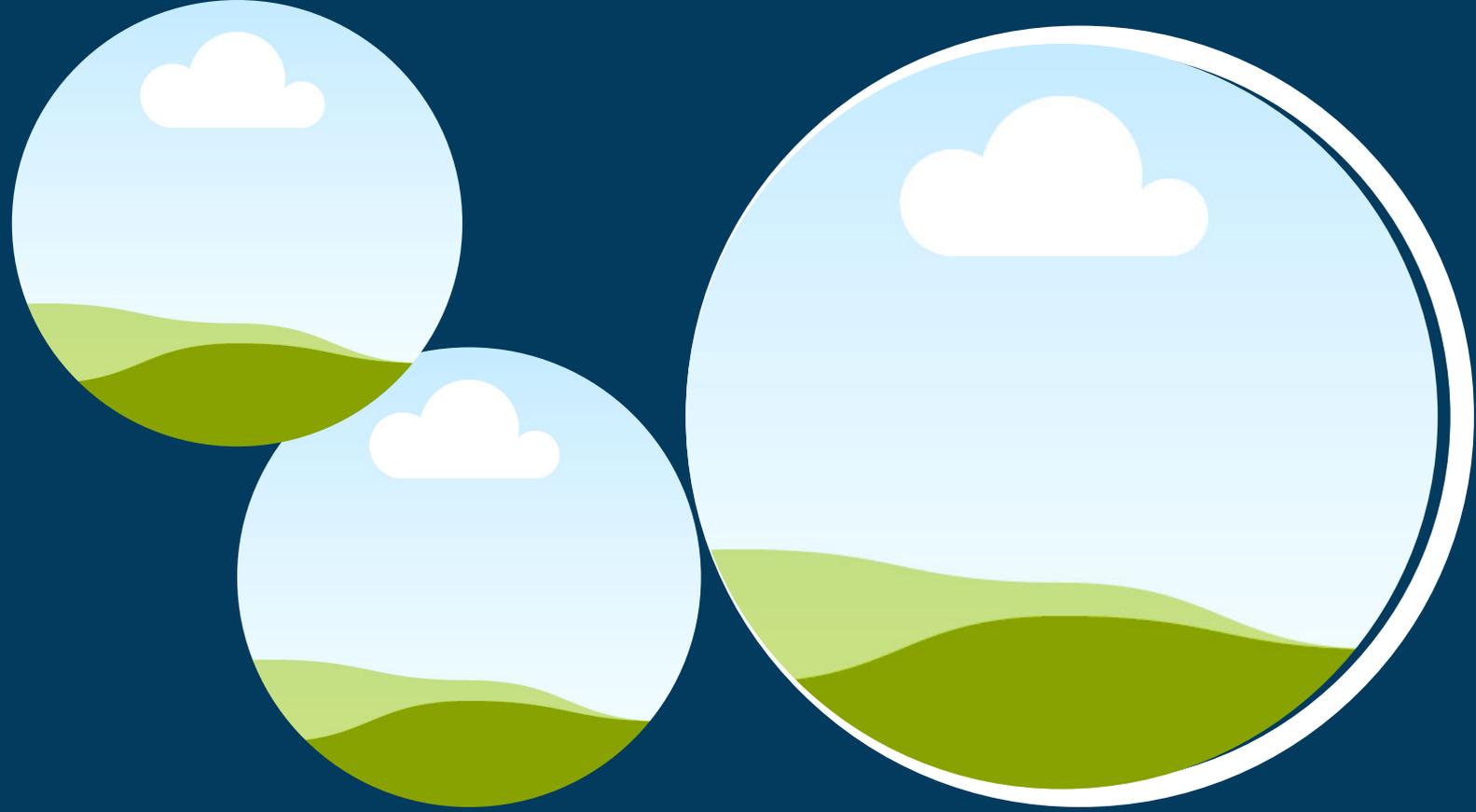
**Dixons Academies Trust** – A well-established multi-academy trust of 15 schools serving the communities of West Yorkshire and the North West whose mission is to lead educational improvement in the region through high performing academies which value diversity and maximise student achievement.



**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.



# Recruitment Pack

Thank you for your interest!

**Ted**  
**Wragg**  
**TRUST**