



**Triumph
Learning Trust**

Applicant Information Pack



Table of Content

04

Job Advert in Brief

10

Welcome to Rugby Free
Secondary School

05

Welcome to Triumph
Learning Trust

12

Job Description

06

About Triumph Learning
Trust

16

Person Specification

08

Employee Benefits

18

Contact Information



Job Advert in Brief

**Finance Support, Attendance
Support and School
Marketing**

Hours per week: 37.5

Term Time Only (39 weeks)

Salary: £26,428 FTE (£23,111 pro rata)

Rugby Free Secondary School

Anderson Avenue, Rugby, Warwickshire, CV22 5PE

01788 222060

info@rugbyfreesecondary.co.uk

www.rugbyfreesecondary.co.uk

Rugby Free Secondary School is seeking enthusiastic and committed individuals to join our team in the areas of Finance Support, Attendance Support and School Marketing.

These roles will provide essential support across the school, contributing to the effective day-to-day running of the school and helping to ensure that our students, staff and wider school community receive a high-quality service.

There is a strong commitment to supporting professional development and providing opportunities for employees to progress their careers. We are committed to ensuring that staff can continuously develop their skills, enhance their knowledge and succeed in their roles.

The application form and supporting documents for this post are available on the School website: www.rugbyfreesecondary.co.uk/vacancies.

Curriculum Vitae (CV) are not accepted.

The school is committed to safeguarding, promoting the welfare of children and to equality of opportunities. **An enhanced DBS will be required for the post.**

Closing Date: Tuesday 29th September, 12pm



“Coming together is a beginning; staying together is progress; working together is success”

Dear Applicant,

We invite you to come and join Triumph Learning Trust, a community where everyone will flourish and succeed through collaboration, innovation and aspiration. Creating together a place where all belong whilst celebrating the unique identity of each individual.

We're incredibly proud of the work that we do for our pupils and we're proud of how we do it. Our 5 exceptional schools have their own unique identity underpinned by the principle that relationships are at the heart of everything we do.

We exist to transform the life chances of our children and young people. Every decision we make is about the children and young people we serve, their learning experience and their personal development.

Our strength lies in our commitment to collaborate and share excellent practice between all our schools. We believe that the best schools are those that offer the best development opportunities to staff. We believe in the retention of our staff, of developing them through high quality CPD and sustaining them through a wide range of opportunities.

Triumph Learning Trust provides an efficient, effective shared services team who are able to be highly responsive to the needs of our schools. School Improvement is key and we endeavour to ensure the highest proportion of our expenditure is focused on providing highly effective CPD for all of our staff.

We believe that accessing the best training, the best coaching, the latest research, the best practice, locally, nationally and internationally... gives us the best opportunity to succeed now and everyday.

We hope that you will take the opportunity to find out why working for Triumph Learning Trust is a positive career decision for you.

Triumph Learning Trust came into existence on 1st September 2024. We uphold the principles of collaboration, innovation and aspiration. We believe that everyone is welcome in our schools with a 'no limits' culture. We are committed and determined to enable all of our learners to be ambitious and optimistic for their future.

Our success is driven by a commitment to relentlessly working to improve standards. The Trust has two partner primary schools in Coventry and two primary and a secondary school in Rugby. We look forward to working with other schools who share our values and ambition.

We believe that an aspirational and inspirational education is the right of every child.

Our Trust was created with one sole aim. For member schools to deliver, through partnership and collaboration, an outstanding learning experience for all children so they flourish and thrive enabling them to achieve their own individual excellence.

We have a strong board of committed and passionate Trustees and Members who work closely with schools and their Local Accountability Boards to challenge and support leaders in all that they do.

We strive to maintain schools which will retain their own independent culture and ethos whilst operating within a strategic partnership to improve quality, share best practice and operate effectively and efficiently.



-  Rugby Free Primary School
-  Rugby Free Secondary School
-  Courthouse Green Primary School
-  Alderman's Green Primary School
-  Cawston Grange Primary School

Triumph Learning Trust: Working with Partners who share our ambition to innovate in an inclusive environment



454+

Employees



5

Schools and
Counting



3,171

Students



16

Trustees /
Members



4

Resource
Provisions for SEND

Ofsted

Performance

[Click here for Ofsted Reports to Triumph Learning Trust Schools](#)

[Cawston Grange Primary School](#)

[Rugby Free Primary School](#)

[Rugby Free Secondary School](#)

[Alderman's Green Primary School](#)

[Courthouse Green Primary School](#)

“ Leaders take action to ensure that pupils who need help, get the support they need. ”

“ All pupils, including those with special educational needs and/or disabilities (SEND), achieve exceptionally well. ”

“ Pupils develop an informed understanding of global issues and show high levels of respect and consideration for others. ”



Strategic Framework

The Vision, Mission and Values ensure the Trust are aligned and working toward long-term goals and objectives.



Aspiration

Innovation

Collaboration



Mission

Achieving quality and resilience in all that we do.



Vision

Triumph Learning Trust, a community where everyone will flourish and succeed through collaboration, innovation and aspiration. Creating together a place where all belong whilst celebrating the unique identity of our schools.



Values

Aspiration



Innovation



Collaboration





Family Friendly Leave

Enhanced Maternity, Paternity, Adoption Leave



Lifestyle Discounts

e-vouchers, gift cards, top up cards, discount codes, local discounts



Annual Leave

Support Staff, 25 days per year, plus bank holidays



Home and Electronics Scheme

Salary sacrifice scheme: Buy up to 1000s of items fulfilled by Currys, Decathlon, John Lewis & Partners etc.



Cycle to Work Scheme

Salary Sacrifice scheme: Savings on bike/bike equipment



Gym Membership

Salary sacrifice scheme: Save and spread the cost of annual health club memberships.



Discounted EV Charging

Savings on electricity charging rates to employees whilst at the school with these facilities.



Discounted Use of School Facilities

We work with Community Lettings UK to manage community use of facilities at its schools.



Refer a Friend Scheme

Our scheme entitles you to receive £250.00 per referral



Private GP Services

24/7 online private GP services, available to employees and dependents. (not partners or spouses)



Outstanding Pension Scheme

Auto enrolment into either the Local Government or Teacher Pension Schemes.



Employee Assistance Program

24/7 in the moment support via telephone helpline.



Eye Tests

Free eye tests for all employees through Specsavers Corporate Voucher Scheme, with £50 credit towards glasses.



Continuous Professional Development

Enhancing employees skills and knowledge through regular training, education and learning opportunities.





Dear Applicant,

Thank you for your interest in joining our school community. At Rugby Free Secondary School, we aim to foster kindness and pride, whilst maximising our academic and personal potential. We believe that all of our students should be happy and safe, whilst demonstrating the limitless endeavour and resilience required to succeed by striving for excellence. To achieve these goals, our school ethos is underpinned by the foundations of mutual respect, positive relationships and genuine curiosity.

This is encompassed in our educational philosophy of creating more articulate, organised and progressive learners, and the desire to create both independent and collaborative learners who are proud to be educated at Rugby Free Secondary School.

Alongside this, we focus on broadening our students' core subject knowledge and understanding of the wider world. As a consequence, quality-first Teaching and Learning is at the centre of our school's ethos, and is the key priority for all staff. Our aim is for teachers to deliver high-quality lessons to all year groups, whilst also being supported to develop through pertinent and purposeful internal and external CPD that is bespoke.

Learning is integral to everything we do at RFSS. We ensure that all of our students, regardless of gender, ethnicity or ability, receive the best possible learning experiences, to enable them to achieve and maximise their potential.

Here at RFSS, we continually support students to develop a love of learning to help them become learners for life, in order to equip them with the knowledge and skills that they will need in the real-world. I hope that the information in this pack gives you a sense of what makes our school special, and I look forward to receiving your application.

Warm regards,



Jaim Green

Headteacher, Rugby Free Secondary School



Rugby Free Secondary School is a unique and special place, underpinned by three core values that represent what we live-and-breathe on a daily basis. As a school and as a Trust, we have worked hard to create a culture of high-expectations that are built on the bedrock of healthy and happy relationships.

Students from over 34 Primary Schools join the RFSS and TLT family every year, all of whom bring their own set of experiences and beliefs. Therefore, we invest heavily in pastoral support to ensure that all students can quickly establish positive relationships, and therefore focus on their learning.

At RFSS, high emphasis is placed on students feeling happy, healthy and safe, so that they can maximise their own personal progress.

Our forward-thinking and wide curriculum offer supports students in reaching their full potential, and helping to nurture each child's talents and ambitions throughout their time with us, whilst preparing them to be 'set for life' outside of school.

Our approach to education not only supports academic success, but promotes the development of strong character within our students, enabling them to be critical thinkers who can communicate effectively.

Staff feel happy in their role

Trust Survey 2022

88%

Staff are proud to be a member of the school

Trust Survey 2022

96%



Job Description



FINANCE SUPPORT, ATTENDANCE SUPPORT AND SCHOOL MARKETING

Salary	Proficient 1	£26,428 FTE	Actual	£23,111
Hours	37.5 hours per week, 39 weeks per year			
Reporting to:	Operations Manager			
Start Date	October 2026			

Overarching Roles and Responsibilities

Finance

- Process orders for RFSS in accordance with procedures.
- Monitor the finance mailbox. Sort and action incoming communications in accordance with procedures.
- Be the contact for incoming phone calls - transfer calls/assist in dealing with queries, as required.
- Liaise with colleagues, school-based staff and/or suppliers, to resolve any purchase order/delivery discrepancies or queries.
- Ensure all transactions are properly authorised.
- Assist finance team colleagues and finance manager with preparation of records for the year end audit.
- Liaise with staff at Rugby Free Secondary School regarding financial aspects, so that all are aware of the full picture.

Attendance

- To monitor and follow up missing and inaccurate lesson registers, including 'Student Missing' alerts.
- To ensure that parents and carers receive the appropriate tiers of challenge and support in terms of communications such as letters.
- To update the 'Days Lost' spreadsheet on a weekly basis, including the whole-cohort spreadsheet.
- To update the 'Suspensions and PEX' spreadsheet as necessary, in conjunction with DHT and other Administrators.
- To provide attendance and administrative support to the school as and when required
- To provide appropriate information to Senior / Pastoral Leaders before parental meetings.

School Marketing

- To promote the school positively on social media.
- To ensure that booking for events such as Open Evenings are in place

Safeguarding

- To ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders
- To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy
- To identify students who may benefit from early help as soon as possible and discuss this with one of the Designated Safeguarding Leaders
- To consider at all times what is in the best interests of the child
- To protect students from maltreatment; preventing impairment of student's health or development; ensuring that students grow up in circumstances consistent with the provision of safe and effective care
- To take action to enable all students to have the best outcomes

Other Specific Duties

- To continue personal development as agreed
 - To engage actively in the performance review process
 - Establish and maintain effective relationships and communication with staff, parents and students
 - Uphold the high standards of the school in all communications.
 - Adhere to the schools policies.
 - Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken may not be identified
 - Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
 - Employees are expected to adhere to Rugby Free Secondary School's agreed Code of Conduct
 - The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition
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Generic Responsibilities of all Rugby Free Secondary School Staff

- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or comes into contact with. Part of this responsibility involves the checking of visitor identification at the point of school entry and the issuing of relevant safeguarding information.
 - Ensure all tasks are carried out with due regard to Health and Safety
 - To remain confidential at all times
 - To undertake appropriate professional development including adhering to the principle of appraisal
 - To adhere to the ethos of the school
 - To promote the agreed vision and aims of the school
 - To set an example of personal integrity professionalism
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Person Specification



Attributes	Essential It is essential candidates can provide evidence of:
Qualifications and Skills	• Proven experience in finance administration, ideally within an educational setting or similar environment. • Experience in processing orders, managing financial transactions, and supporting year-end audits. • Experience in attendance monitoring, record-keeping, and supporting pastoral or administrative functions. • Familiarity with social media promotion and school marketing activities.
Experience / Personal Attributes	• Attention to detail and accuracy in record-keeping and financial transactions. • Strong interpersonal skills, demonstrating kindness, respect, and collaboration. • Resilience and the ability to handle challenging situations professionally. • Curiosity and willingness to learn new skills and procedures. • Commitment to promoting the school's positive image and values. • Good understanding of financial procedures and protocols. • Strong organisational skills with the ability to manage multiple tasks efficiently. • Excellent communication skills, both written and verbal, to liaise effectively with staff, parents, suppliers, and external agencies. • Proficiency in using office software, including spreadsheets, email, and social media platforms. • Ability to accurately monitor and update spreadsheets and databases.
Equal Opportunities	• A commitment to equal opportunities • Patient, optimistic and resilient • Sense of humour • Hard working, flexible and reliable • Excellent attendance and punctuality particularly at critical times • A genuine commitment to and liking for young people, and high expectations for their progress and welfare • The confidence to manage and supervise effectively whole classes • A commitment to the promotion of equality of opportunity and inclusion in all aspects of school life, practical strategies for achieving this, and an understanding of the implications of this post • Ability to deal calmly with different situations as they arise
Other Requirements	• Ability to work independently and as part of a team. • Flexibility to support various school functions, including attendance, finance, and marketing activities. • Confidentiality and discretion when handling sensitive information.





If you feel that you could bring further impetus to our drive to improve the provision for our students and have the necessary energy, enthusiasm and sense of humour to take us forward at this exciting time, then please get in touch.

To arrange an informal discussion or visit to the school, please contact:

School Enquiries



01788 222060



Scovill@rugbyfreesecondary.co.uk



www.rugbyfreesecondary.co.uk/vacancies

Feel free to contact HR if you have any questions regarding the recruitment process, require further information about the position, or need assistance with your application.

HR Enquires



02476 688918



hr@triumphlearning.org



triumphlearning.org

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.

The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition. This job description is current at the date shown but in consultation with the post holder may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

We reserve the right to withdraw this vacancy at any time.

Triumph Learning Trust is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check. Triumph Learning Trust are always happy to receive speculative applications from excellent teachers and support staff.



Anderson Avenue | Rugby | Warwickshire | CV22 5PE | 02476 688918

 www.triumphlearning.org  facebook.com/TriumphLearningTrust  triumph-learning-trust  triumph_learning_trust
