



**Triumph
Learning Trust**

Applicant Information Pack



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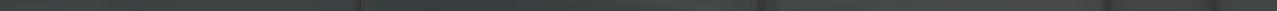
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Job Advert in Brief

School Administrator

Hours per week: 37.5 hours

Working Weeks: 40 per year

Salary: Core Band 1 to Proficient 4

£24,795 - £27,254 FTE (£22,159 - £24,356 pro rata)

Rugby Free Primary School

1 Bailey Road, Rugby, Warwickshire, CV23 0PD
01788 222088

Email: office@rugbyfreeprimary.co.uk

Website: www.rugbyfreeprimary.co.uk

Rugby Free Primary School is seeking to appoint an enthusiastic and organised School Administrator to join its dedicated and supportive team. The school values professionalism, efficiency, and a positive approach to working with staff, pupils, and families.

This role is suitable for both those new to administration and experienced candidates. Applicants are encouraged to highlight their strengths, particularly in areas such as organisation, communication, and administrative systems.

The successful candidate will be supported by a friendly and experienced staff team, with opportunities for professional development.

The School Administrator application form and supporting documents for this post are available on the School website: www.rugbyfreeprimary.co.uk/working-for-us

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: Wednesday 25th March 2026, 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.



Sarah Malam

Chief Executive Officer, Triumph Learning Trust

About Triumph Learning Trust

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.

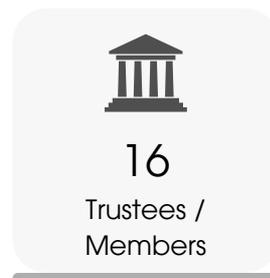
We have a strong board of committed and passionate Trustees and Members who work closely with schools and their Local Accountability Boards to challenge and support leaders in all that they do.

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



“ 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. ”

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



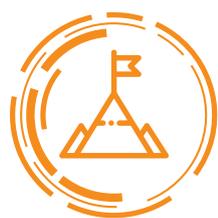
Strategic Framework

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

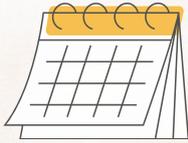




Family Friendly Leave
Enhanced Maternity,
Paternity, Adoption Leave



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.

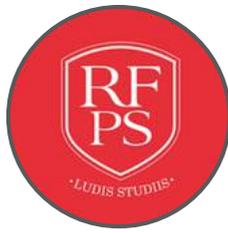


Eye Tests
Free eye tests for all
employees through
Specsavers Corporate
Voucher Scheme, with £50
credit towards glasses.



**Continuous Professional
Development**
Enhancing employees skills and
knowledge through regular
training, education and learning
opportunities.





Dear Applicant,

Thank you so much for your interested in a position at Rugby Free Primary School.

We opened in 2015 and are now full with 420 pupils from Reception to Year 6. We are a very happy, inclusive and successful school. Relationships are at the heart of what we do and ensure that these are strong amongst different stake holders. We are popular within the local community due to our high levels of care, support and education that we provide our pupils.

Our staff team are phenomenal and put the pupils happiness and well-being first. We have a supportive and team approach and all staff members are valued and cared for. We encourage staff to have specialist interests within their role and nurture these specialisms with an excellent professional development offer. Many of our staff have successfully gained additional qualifications with us and have gained promotions internally and externally.

Please do come and visit us and see our school in action!

Warm regards,



Rebecca Butters

Headteacher, Rugby Free Primary School

RUGBY FREE PRIMARY SCHOOL



Rugby Free Primary School aims to give all pupils the correct support, teaching and curriculum opportunities they need to achieve their full potential academically, emotionally and socially.

We want our pupils to be inspired by their learning and to enjoy school. We also want them to think about others, learn about the world around them and become respectful citizens of society. We want them to leave our school in Year 6 as confident, enthusiastic and motivated learners, ready to take on challenges in secondary education and make the most of opportunities in their lives.

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.

We are a non-selective and non-denomination school and welcome pupils of all genders, religions, faiths and backgrounds.



Job Description



SCHOOL ADMINISTRATOR

Salary (Depending on experience)	Core 1 - Proficient 4	£24,795 - £27,254 FTE (£22,159 - £24,356 pro rata, based on 37.5 hours, 40 weeks)
Hours/ Working Weeks	Either: <ul style="list-style-type: none">• 37.5 hours per week, 40 weeks per year• 2 x posts, part time of approx 18.5 hrs per week, 40 weeks per year on an AM or PM basis.	
Reporting to:	Operations Manager, Headteacher	
Liaising with:	Staff members, pupils, visitors and Parent/Carers	
Start Date	13th April 2026	

Specific Duties & Responsibilities

- As the 'outward face' of the school to ensure prompt internal and external communication of information as well as ensuring a warm, friendly and approachable attitude at all times.
- Have excellent communication skills. Answering of telephone and directing of calls and information promptly
- Record information correctly and pass on messages promptly
- Checking of visitor identification at the point of school entry and the issuing of relevant safeguarding information
- To set an example of personal integrity professionalism
- Ensure documents are up to date in regard to Fire Drill, School evacuation, grab bags
- Word processing, spreadsheet production, record keeping and filing as required.
- All admissions administration in respect of prospective pupils and parents, to attend visits and parents evenings as required
- Sending emails as required
- Clarifying when information is ambiguous e.g. making sure postal and email addresses are correct
- Update and amend student contact details on BROMCOM as and when required
- Manage the production of the weekly newsletter.
- Manage uniform distribution
- Manage children's medication, ensure that procedures are followed.
- Helping with the enrichment club process - registers and booking of this
- Train as a pediatric first aider and give first aid to pupils, staff and parents
- Ensuring first aid bags are stocked with the correct medical equipment.
- Liaise with the kitchen regarding daily lunch orders ensuring all dietary requirements are being met. Ensuring dietary lists are constantly updated and relevant.

- Organise free school milk and ensure lists are up to date. Creating monthly claims for the Government scheme.
- Involved in managing paperwork for trips & visits, creating medical schedules on residential.
- Occasional need to help on parents evenings/uniform evening events, also to potentially attend school trips.
- Ensure that the office area, reception and corridor is tidy and smart
- Team player / proactive, have the ability to multi-task in a very busy office environment.

Professional Development

- To take responsibility for continuing your personal professional development
- To take part, as appropriate, in the Trust professional development programme
- To engage actively in the Performance Management Review process
- To evaluate own personal performance through self-evaluation and learn from the effective practice of others and from evidence

Safeguarding

- All Rugby Free Primary School staff have a part to play in supporting the school's ethos, understanding pupil safeguarding requirements and promoting the best possible image to parents and prospective parents.
- Staff are encouraged to take a part in whole school development each year
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Attend relevant meetings as required
- Be a warm, approachable and safe adult for all pupils at RFPS.

General responsibilities of all Rugby Free Primary School Staff:

- 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 the School's agreed Code of Conduct
- 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

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with Trust Disciplinary Procedures.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the school Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in school policy.

Equality and Diversity

Rugby Free Primary School is committed to equality and values diversity. As such the school is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the school to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

Training and Development

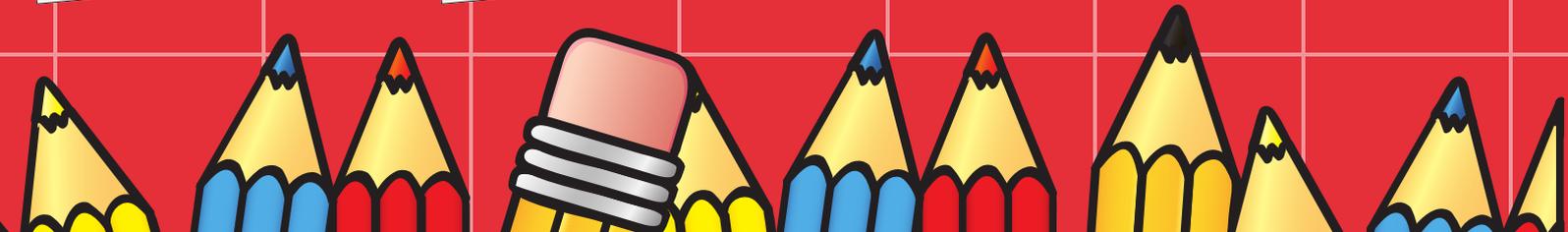
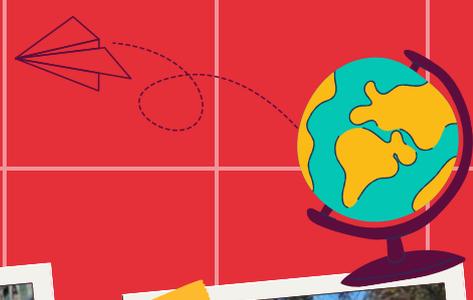
Rugby Free Primary School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. We expect active contribution to one's own continuous professional development, and the job holder to attend and participate in any training or development activities required to assist them in undertaking their role, meeting their safeguarding and general obligations.

All employees of Rugby Free Primary School are required to comply with the Equal Opportunities Policy when undertaking the duties of their job and to promote the policies, aims and vision of the school positively.

Person Specification



Areas	Essential
Qualifications	<ul style="list-style-type: none"> • Educated to GCSE Grade C in English & Maths (or equivalent) • Basic Word Processing qualifications (or equivalent).
Experience	<ul style="list-style-type: none"> • Effective communication skills • Word processing experience. • Reception, telephonist and clerical experience. • Ability to prioritise own workload.
Training	<ul style="list-style-type: none"> • Prepared to undertake training as and when as necessary, especially First Aid, Safeguarding and Software. • Willing to attend evening events as and when is necessary
Special Knowledge	<ul style="list-style-type: none"> • Knowledge of Microsoft Word and Excel
Circumstances, attendance and punctuality	<ul style="list-style-type: none"> • Ability to work when the school is open and occasional evening work • Excellent history of good attendance and punctuality
Disposition	<ul style="list-style-type: none"> • Aspirational, with the drive and ambition for professional development • Work as a member of a team. • Friendly, approachable and welcoming • Well Organised, flexible and able to work to deadlines • High level of accuracy and attention to detail • Ability to use initiative and be self-motivated • Be able to keep calm under pressure • Friendly and warm to pupils, parents and staff
Practical and Intellectual Skills	<ul style="list-style-type: none"> • Effective Keyboard skills. • Good spelling and grammar. • Excellent verbal & written communication skills.
Legal Requirements	<ul style="list-style-type: none"> • Enhanced DBS Clearance





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 222088



cnelson@triumphlearning.org



www.rugbyfreeprimary.co.uk/working-for-us

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](https://linkedin.com/company/triumph-learning-trust)  [triumph_learning_trust](https://instagram.com/triumph_learning_trust)
