



Recruitment Information and Job Pack

ADMINISTRATOR

Fixed-Term

NJC Grade C

Closing Date: Thursday 22 March 2018 at 10.00am

Interview Date: Thursday 29 March 2018



Letter from the Principal

Dear Applicant

Thank you for your interest in Exmouth Community College. We have an exciting opportunity for you to join our College and work with highly motivated staff, enthusiastic students, supportive parents and knowledgeable Governing Board. We are a hardworking, dedicated and supportive learning community.

The College is committed to recruiting the very best staff for our young people and as a result I have the pleasure of working alongside a fantastic team of both teachers and support staff. Staff at the College work hard and set high standards for our students and ourselves. Consequently, the College is a stimulating place to work and the professionalism of staff here ensures that the College is constantly moving forward.

We were very pleased with our most recent set of GCSE results in terms of attainment, where 65% of students achieved a standard pass in English and Mathematics. Whilst our Progress 8 score was lower than expected, we have made changes to our curriculum model that will address this and are confident that these changes, alongside our renewed focus on the consistency of our teaching and learning will result in improved results in the years to come.

2017's Post-16 results were our best ever. Students and staff have achieved a fantastic 99% pass rate and an amazing 19% A*-A grades, with 72% of all grades being A-C. This is despite new courses making it more of a challenge for both students and staff. Most pleasingly, our value-added measure which shows the progress of students over their time with us was significantly above the national average, leading to almost 25% of our Post-16 students going on to Russell Group universities. I am absolutely delighted that the hard work and ability of our students has reaped such positive rewards for them.

If you are looking for a College which is completely focussed on ensuring consistently great teaching and learning, investing in your professional development, and where your passion and ideas will be welcomed enthusiastically, we would love to hear from you.

I hope that you find the information in this pack to be both interesting and informative. I would also urge you to explore our website to get a deeper understanding of why we are so proud of this dynamic College: www.exmouthcollege.devon.sch.uk

Having myself only joined Exmouth Community College in September 2017, I recognise that much time and thought goes into preparing an application which I thank you for in advance and we, in turn, will give your application serious consideration.

If you require any further information regarding the post or the application process, please do not hesitate to contact us.

Yours faithfully



Andrew Davis
Principal



The School

Exmouth Community College is one of the largest secondary schools in the country with over 2,300 students currently enrolled (almost 400 of these in Post 16). The College, which converted to Academy status in April 2011, is set in a leafy split-site location.

Behaviour in lessons is generally good. Pupils told inspectors that there is little disruption in lessons and this was confirmed by the observations that inspectors made.
(Ofsted 2017)

The College's mission is to provide a positive, enjoyable and structured approach to learning, where success is rewarded and students' individual aptitudes are given the chance to develop. We are an inclusive school and we pride ourselves on catering for all abilities. We offer a safe, secure, non-threatening environment in which students develop consideration for others, self-discipline and positive relationships. We aim to provide a thorough education which prepares students for their future.

Pupils conduct themselves well, and so the school runs smoothly on a day-to-day basis. The school is calm and orderly, even when large numbers of pupils are moving around both sites and across the bridge in between.
(Ofsted 2017)

We believe that young people should be given the opportunity to develop the qualities we expect of good citizens. Our curriculum is broad and challenging; designed to stretch students of all abilities and to provide the widest range of opportunities. The curriculum includes, over and above the normal provision, enrichment, work based, gifted and talented and support elements all of which combine to ensure that all students have an opportunity to develop their intellectual and practical skills.

Sixth-form students make strong progress on their courses because they are motivated to succeed and are well taught.
(Ofsted 2017)

Our catchment area extends northwards towards Exeter city boundary and eastwards to include Budleigh Salterton and many attractive rural villages. The College embraces working as part of the community and has strong local partnerships.



As an academy, we have more flexibility in the way we manage the College. The Exmouth Community College Trust is overseen by the Governing Board who are committed to delivering the best comprehensive education for the young people of Exmouth and the surrounding villages.

(Post 16) Teachers have good subject knowledge and well-developed strategies for helping students to make progress. As a result, students are challenged to think deeply about their learning in many subjects.
(Ofsted 2017)

In addition the College provides opportunities beyond the classroom in: sport, the arts, adventure, travel and more, everything from Rocket Clubs to the Ten Tors challenge and from Public Speaking to a range of visiting authors and speakers.

The school has a strong pastoral system organised on a Key Stage basis and excellent contacts with partner primary schools.



Our Vision

Teachers are well motivated. They have welcomed the new Principal's recent initiatives to improve the quality of teaching. They are keen to share ideas and consider how they can accelerate pupils' progress.
(Ofsted 2017)

Our Vision is to create a stimulating, enjoyable and structured learning environment, where success is rewarded and all students and staff can thrive. We want students, staff, parents/carers and the entire Exmouth Community to be proud of their College; for students to make us their first choice for education and, for staff, their preferred place to work. In order to achieve this, we will:

- offer a broad, inclusive curriculum which enriches students' education and provides them with the opportunity to discover, develop and achieve their potential, whether academic, sporting, cultural or aesthetic.
- prepare all students for the next stage of their life.
- provide a safe, secure, environment in which students develop consideration for others, self-discipline and positive relationships.
- strive continuously to establish the best possible site and resources.
- provide excellent teaching and learning from teachers and staff who relish the opportunity to work in our College, because they feel inspired, valued and supported to do the best they can for their students.
- engage with parents and carers, using effective communication channels to ensure that they are well informed, able to support their child's education and have the means to raise any concerns they may have.
- build and maintain links with the wider community to enable them to support the College across a range of activities.

The leaders of the sixth form demonstrate a genuine passion for the success of all students, no matter what their starting points.
(Ofsted 2017)

The Area

Exmouth is a town of 40,000+ inhabitants situated at the mouth of the River Exe. As with so much of the South West, employment in Exmouth is largely in the service sector and the College is by far the largest employer in the town. Employers also include primary schools, Exmouth Hospital and a thriving retail and tourist trade.

Exmouth is a very pleasant place to live. It is situated at the start of the Jurassic Coastline which has been officially ranked alongside the Great Barrier Reef and the Grand Canyon as one of the natural wonders of the world. East Devon is an area of outstanding natural beauty.



The town has a marina and the two mile beach front offers a variety of water sports. An indoor tennis centre is attached to the College campus and is used on a daily basis by both the College and the public. Exmouth also has other excellent sporting facilities including a large Sports Centre with two heated pools, fitness suites, squash and badminton courts. The town has a wide range of hotels and restaurants, a number of pubs and night clubs as well as shopping facilities.

On the outskirts of Exmouth is Woodbury Common. It is a huge and beautiful moorland, ideal for walking, riding, mountain biking and picnics. The common is also the home of Woodbury Golf and Country Club offering two golf courses, one to championship standard. Exeter, the capital city of Devon, is just 10 miles from Exmouth and offers a wealth of shopping, sporting, cultural and historic attractions.

Teachers have positive relationships with their classes and have high expectations of behaviour. Most pupils respect their teachers, and so interruptions to learning are rare.
(Ofsted 2017)

Job Description

Title:	Administrator
Team:	Human Resources
Type of Appointment:	Fixed-Term – Maternity Cover
Start Date:	21 June 2018
Expected End Date:	05 April 2019
Grade:	NJC Grade C
Salary:	£14,037 - £15,472 (actual salary per annum)
Hours:	37 hours per week x 40 weeks of the year (term time + 5 non-pupil days + 5 holiday days)
Reporting to:	Human Resources Team Leader
Responsibility for:	No line management responsibilities

Purpose of the Job

Exmouth Community College's vision is to create a stimulating, enjoyable and structured learning environment, where success is rewarded and all students and staff can thrive. We want students, staff, parents/carers and the entire Exmouth Community to be proud of their College; for students to make us their first choice for education and, for staff, their preferred place to work. The contribution of the Human Resources Team to the delivery of that vision cannot be underestimated. We are instrumental in creating the conditions and opportunities to allow staff and the College to deliver consistently great teaching and learning to our students.

We have approximately 310 members of contracted staff and a range of casual staff and volunteers, consequently creating a busy and varied HR workload; providing an excellent opportunity to gain knowledge of all aspects of the HR function within a large educational organisation. We are currently looking to appoint an exceptional Administrator to assist the HR Department in offering an outstanding, timely and innovative HR advisory, guidance and support service to the College. Your main responsibility will be for staff absence administration and the processing of pay claims. You will also assist with the administration for continuing professional development/training and new staff. All staff within the HR Team are expected to operate in a unified and flexible manner to ensure delivery of the full range of tasks in an efficient and effective way.

You will require excellent administration and organisational skills. Strong communication and team working skills are also key in the successful execution of this role. Please note that any specific HR training will be provided.

If you think you could make a positive contribution to our successful team, then we would be very interested to hear from you.

Key Responsibilities

Contributing to the delivery of an outstanding and cost effective HR advisory, guidance and support service

- Providing support and guidance to all staff on basic HR issues
- Effectively liaising, as required, with colleagues, external agencies and contractors including Devon County Council, Local Government Pension Scheme, DWP, HMRC, Schools, Colleges and Local Authorities
- Assisting with the production of documentation such as annual teachers' salary statements, payroll and pension forms etc, updating of the Single Central Record and preparation of information, such as absence reports, as and when required
- Verifying ID documentation for DBS applications, inputting information and monitoring outstanding applications
- Assisting with the ongoing Appraisal programme by sending reminders, logging completed documentation etc
- Providing up to date information to SLT, HoD, Team Leaders and others as and when required
- Supporting the maintenance of the computerised personnel data system using the SIMS database, standard spreadsheet and word processing packages
- Maintaining the accuracy of confidential staff records and ensuring that staff records are stored appropriately
- Ensuring confidentiality at all times, only releasing confidential information to those acting in an official capacity, in line with the Freedom of Information Act and Data Protection Act/General Data Protection Regulation
- Taking detailed notes/minutes during informal and formal meetings
- Creation of ID badges
- Organising safeguarding training for staff
- Undertaking general office duties such as photocopying, archiving, filing etc

Staff Absence Administration

- Daily recording of absence information in to SIMs and the SIMs Cover Diary, on to college records and on-line reporting to our Payroll provider
- Printing absence records
- Ensuring Statement of Fitness for Work Certificates are received
- Copying all blue forms, sending approved/rejected forms to employees, chasing outstanding blue forms/info. and inputting information in to SIMs and on to college records
- Running monthly reports in SIMs in order to monitor and summarise absence triggers met by staff
- Monthly review of outstanding long service days, emailing reminders and producing annual letters for newly entitled staff
- Requesting holiday working information, producing spreadsheet and printing signing in sheets

Processing of Monthly Pay Claims

- Detailed inspection of all claims, ensuring forms are signed by relevant budget holder, applying correct budget classification and entering missing and required information
- Entering all of the information onto a monthly spreadsheet to be sent to Payroll to meet the deadline
- Extracting and inserting hours worked for those entitled to holiday pay into casual holiday form, sending out holiday pay claim forms and maintaining all records
- Tracking dates worked for casual staff and entering into appropriate spreadsheet in order to monitor DBS certificate expiry

New Staff

- Inputting relevant employee information into SIMs
- Assisting with the organisation of the induction process for all staff
- Monitoring the probation process for support staff
- Assisting with PGCE and NQT processes

CPD / Training

- Requisitioning all courses
- Ensuring copies of certificates are received and input on SIMs and personnel files
- Ensuring First Aid certificates are up to date and organising First Aid courses – Hannah Powell?
- Tracking CPD evaluations

General

- Deputising for colleagues as necessary
- Other duties commensurate with the grading of the post, as may be required

Working Conditions

- Based indoors within a normal office environment

Physical Demands

- Sedentary – Involves sitting for most of the time but may involve walking, standing and exerting minimal force/lifting light weights occasionally for brief periods of time
- No physical effort is required on a day to day basis

Person Specification

Attributes	Essential	Desirable	How Identified
Qualifications			
GCSE English and Maths at Grade 4 (C) / Level 2 qualification or above, or equivalent training / experience	✓		Application, Certificates
ECDL / Word Processing / ICT qualification or equivalent	✓		
Experience			
Working effectively within an administrative setting	✓		Application, Interview, Assessment/ Observation, Reference.
Working effectively within an educational or HR setting (training will be provided for any specific HR duties)		✓	
Skills and Knowledge			
Organised, able to prioritise workload and meet deadlines whilst maintaining accuracy under pressure	✓		Application, Interview, Assessment/ Observation, Reference.
Capacity to take responsibility, use initiative, work independently and demonstrate a proactive approach	✓		
Excellent record keeping and administrative skills	✓		
Good written skills and ability to communicate effectively with people at all levels	✓		
Confident user of ICT, including Microsoft Office packages	✓		
Good numeracy/literacy skills	✓		
Ability to work actively, productively and flexibly as part of a team	✓		
Awareness of data protection and confidentiality	✓		
Use of SIMs (training will be provided)		✓	
Personal Qualities			
Ability to relate well to children, young people and adults	✓		Application, Interview, Assessment/ Observation, Reference.
Adaptable, flexible and creative	✓		
Enthusiastic and motivated	✓		

Additional Criteria

We have an expectation that all staff employed at Exmouth Community College will:

- Understand and recognise the principles of equality and diversity
- Commit to the safeguarding and welfare of all students
- Commit to regular and on-going professional development
- Commit to high standards
- Demonstrate and promote good practice in line with the ethos of the College

Important Information

Please read the *Application and Recruitment Guidance Notes* available from the College website before completing your application.

We are committed to providing the best possible care and education to our pupils and safeguarding and promoting the welfare of children and young people, and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks. A satisfactory Enhanced DBS Disclosure (with Barred List check) will be required before the successful candidate can commence employment at Exmouth Community College.

To Apply

Please complete the Non-Teaching application form available from the College website.

Your completed application form should be submitted before 10am on the closing date.

Email to: recruitment@exmouthcollege.devon.sch.uk

Or post to: Human Resources
Exmouth Community College
Gipsy Lane
Exmouth
Devon
EX8 3AF

Questions?

For further information about this post please contact Amanda Day:

Email: amanda.day@exmouthcollege.devon.sch.uk

Phone: 01395 255687



Exmouth Community College

Gipsy Lane, Exmouth, Devon EX8 3AF

Principal: A J Davis BSc(Hons)

Recruitment Enquiries

T: 01395 255687

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General Enquiries

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