



Exmouth
Community
College
Academy Trust

Recruitment Information & Job Pack

OPERATIONS ADMINISTRATOR

Fixed Term

NJC Grade C (SCP 4)

Closing Date: Friday 29 September 2023 at 10.00am

Interview Date: Friday 6 October 2023

Exmouth Community College, Gipsy Lane, Exmouth, Devon. EX8 3AF

www.exmouthcollege.devon.sch.uk

Headteacher: Tom W. Inman BSc, PGCE, NPQH, MTeach

Letter from the Headteacher



Dear Applicant

Thank you for your interest in Exmouth Community College. We have an exciting opportunity for a committed and enthusiastic colleague to join our community of highly motivated staff, enthusiastic students, supportive parents and knowledgeable Governing Board. Having only recently arrived at ECC myself (having been a Headteacher at another large Secondary near Bristol for five years) I have been blown away by the warmth of the welcome that I've had here and I can assure you of the same.

You will be joining the College at a really exciting time, just as we come to the end of a major upgrade of our site and facilities. This includes the 'showpiece' £13 million Elizabeth Lee building, a new Maths block, a new student canteen, other significant refurbishment and the creation of a vast green open area for our students. This will allow us to provide an exciting and very broad educational experience for the next generation of ECC students in inspiring, state of the art facilities.

We are also in the process of joining the Education South West (ESW) Multi-Academy Trust. The College has been working collaboratively with ESW over the last couple of years and we're really excited about formalising our partnership with them to continue to improve the experience that we provide for our students and the professional opportunities that this will bring for our staff.

We have a broad view of education. We have a real focus on the quality of our curriculum and in ensuring that our students leave ECC with the very best outcomes that they can from a wide range of subjects. But much more than this, we want to prepare our students for all the opportunities and challenges that life will throw at them. Exposing them to a wide range of experiences and opportunities beyond the classroom will prepare them for the world of work and build the character they need to lead happy, successful and fulfilled lives.

We put the development of staff at the centre of our philosophy, including a unique Assistant Headteacher role with responsibility for our staff and their development. We take it really seriously, and very much subscribe to Richard Branson's mantra to develop our staff well enough so they can leave but treat them well enough so they don't want to.

There is a really strong sense of community at ECC. Through us all working together as staff, families and governors, and pulling together as one community, we will continue the great work to build a College that caters brilliantly for its community and prepares our young people for their future.

So if you are looking for a school that is focussed on ensuring consistently great learning experiences for our young people, both in and out of the classroom, investing in your well-being and 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

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.

With warm wishes

A handwritten signature in blue ink, appearing to read 'Tom Inman'. The signature is fluid and cursive, with a long horizontal stroke at the end.

Tom Inman
Headteacher

The College



Exmouth Community College is one of the largest secondary schools in the country and is set in a leafy split-site location, connected by a dedicated footbridge. Our catchment area extends northwards towards Exeter city boundary and eastwards to include Budleigh Salterton and many attractive rural villages.

We have excellent contacts with our 14 feeder primary schools, which form the Exmouth Academic Council and range from within Exmouth town to the villages of Budleigh Salterton, East Budleigh, Lympstone, Otterton, Woodbury and Woodbury Salterton. The College embraces working as part of the community and has strong local partnerships.

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 College 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.

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.

Our Vision

"You are always looking for ways to move the school forward."

Ofsted, 2021

Our vision is to create a College for the whole of our community that emphasises the importance of progress and innovation alongside more traditional values such as integrity, honesty and respect. For everyone we will provide the skills, knowledge and awareness to enable all to play an active and positive role in their families, workplace and global community. We will do this through excellent teaching delivered by reflective and skilled practitioners, a broad and differentiated curriculum model and opportunities beyond the classroom.

The ECC Way

Our College culture centres around The ECC Way. Being ready to do the right thing, making good choices and ensuring we are ready to learn. *Be Prepared, Be Kind, Be Engaged* and *Be Respectful* are the bedrock of The ECC Way and the heartbeat of our College. Through consistency of language, all students and staff know and speak of The ECC Way day in and day out.

Exmouth Community College Academy Trust

Be Ready to Learn

<p>Be Prepared</p> <ul style="list-style-type: none">• Arrive at lessons on time• Sit where you are asked• Sit down straight away with the necessary equipment out ready to use	<p>Be respectful</p> <ul style="list-style-type: none">• Don't speak when the teacher is talking• Keep off task conversations for social times• Allow others to learn, do not disrupt or distract• Treat everyone and everything in the room with respect
<p>Be engaged</p> <ul style="list-style-type: none">• Stay in your seat• Phones and headphones should be out of sight and silent throughout lessons• Try as hard as you can	<p>Be kind</p> <ul style="list-style-type: none">• Listen when others are talking• Treat others how you would like to be treated• Help and support others

Integrity Resilient Individuals Creativity Diversity The Power of Education & Learning Embrace challenge Reflective learners

Curriculum

We believe that young people should be provided with an education that enables all to "Learn, Progress and Grow".

Our curriculum is broad and challenging; designed to stretch students of all abilities and develop powerful knowledge to enable our young people to become active citizens in their community and beyond. Due to the size of our College, there are exciting opportunities within the curriculum. This is reflected in the breadth of our offer both at GCSE and Post-16 which includes subjects from Engineering to Criminology. In addition, we are able to differentiate within subjects such as PE and Business Studies to allow students to follow different examination routes tailored to each individual student. We also offer Latin from Year 7 all the way through to GCSE and into A Level. In addition, we offer the opportunity for some students with additional literacy needs to follow a more nurturing pathway to support them to access the wider curriculum.

"Pupils say the school wants the best for them. The school helps them to develop their interests and talents. Many pupils take part in school productions, dance performances and sporting activities. Pupils say the school provides a wide range of courses that match their interests."

Ofsted, 2020

Our curriculum leads to good outcomes for students and high rates of progress into Post-16 and ultimately apprenticeships, employment and university, with students regularly gaining places at top universities including Oxbridge.

"Pupils follow a broad curriculum. Pupils and parents appreciate the breadth of choice the school offers at GCSE and in the sixth form"

Ofsted, 2020

The College also provides opportunities beyond the classroom in sport, the arts, dance, foreign visits from Spain to New York and Vietnam, Ten Tors and Duke of Edinburgh award to a gold standard.

The College has a strong pastoral system organised on a Key Stage basis and excellent contacts with partner primary schools. This provision is supported by our 'ReinteGREAT' centre which provides support for students struggling with

SEMH issues to maintain their academic progress. There is a large SEND team consisting of a SENDCo and three deputy SENDCos. We also provide support for students through Study Centres and further Pupil Premium Support Workers.



Accommodation and Facilities

The College covers nineteen hectares in total and the buildings range in ages, from the 1930's through to our two most recent completed in 2023. Our new building on the Green Close site is over 5,000m² and spread over three floors. The building includes a Theatre, a Library Resource Centre, Technology and Humanities classrooms, Drama and PE Spaces, Science Laboratories, ICT Suites, reception and various other spaces. The new building on the Gipsy Lane site is an extension to the existing Maths Block, built in 2017, creating a further eight classrooms, a Café area and informal study spaces.

The site also has two large Astro Pitches, one of which was re-surfaced during the summer of 2022. The College hires out many of its facilities to the local community.

Our vision for the estate is very clear, we want to provide a safe, secure, and stimulating teaching & learning environment whilst considering the impact on the environment. We have more work to complete, however, the delivery of our vision is well on its way.

Workforce

We have approximately 300 staff split equally between teachers and non-teaching staff. A range of casual staff and volunteers also add to the College's workforce. The Senior Leadership Team consists of the Headteacher, two Deputy Headteachers, six Assistant Headteachers and a Director of Finance and Resources.

Our aim is to have the best trained staff in the South West and to this end we have invested in the National College of School Leadership resources to provide online access to training for support and teaching staff. We have recently supported staff through National Professional Qualifications and welcomed nationally recognised external speakers such as Daniel Sobel, Tom Sherrington and John Tomsett to the College. We have moved away from stand-alone performance observations towards a non-hierarchical peer to peer coaching model based around incremental and continuous improvement. All teaching staff have been trained and are engaged in this process across the College.

"The new behaviour management policy responds positively to pupils' better behaviour. The school is calm and orderly as a result."

Ofsted, 2020

Staff Health, Wellbeing and Development

Within our Academy Improvement Plan we have two key aims:

1. Healthy Culture
2. Improving progress to achieve more

Culture is all about making sure the climate at the College is based around mutual respect, transparency, openness, intelligent accountability and integrity. We recognise that working in the College, as a member of teaching or support staff can be very rewarding but is also tough at times.

To help us develop a great culture, we have an Assistant Headteacher (Staff) who focusses on key issues for staff, such as communication and quality professional development as well as making sure staff are well looked after by organising events such as a hog roast, individualised "Thank you" cards from a local artist, scheme to support staff's physical wellbeing such as free access to our fitness suite and the option to use the Cycle to Work scheme. We regularly gain views from staff about issues and take action wherever we can to improve working conditions, including thinking carefully about the meeting cycle, position of Progress Evenings and quality departmental development time.

Governing Board

There are approximately seventeen Governors, including the Headteacher, on the Board with a wide range of experience in the fields of education, commerce and public life. The Board constantly seek to improve and enhance the College for the young people of Exmouth, both now and in the future. They are an active group, committed to comprehensive education and aiming to act as a "critical friend" in the true meaning of the phrase; there to provide support when needed, active in determining strategic direction, challenging where appropriate and sensible enough to know when to stand back and leave the College to manage the day to day without interference.





The Area

Exmouth is a town of over 35,000 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.

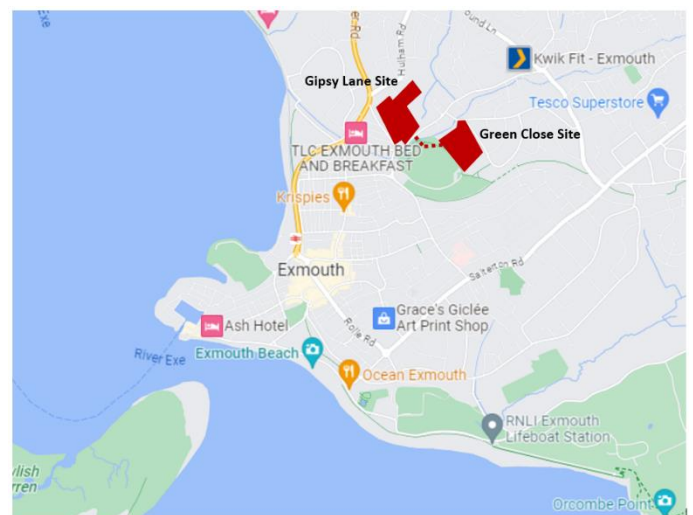
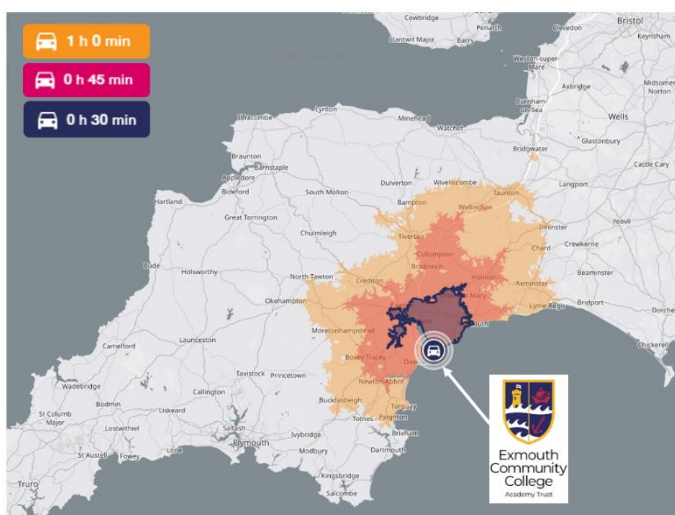
Exmouth is a very pleasant place to live. It is situated at the start of the Jurassic Coastline, which has been officially ranked alongside the Great Barrier Reef and the Grand Canyon as one of the natural wonders of the world. East Devon is an area of outstanding natural beauty.

The town has a marina and the two mile beach front offers a variety of water sports. Exmouth also has other excellent sporting facilities including a large Sports Centre with two heated pools, indoor tennis centre, fitness suites, squash and badminton courts. Exmouth hosts a weekly Park Run and Junior Park Run. The town has a wide range of hotels and restaurants and a number of pubs 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 County Town of Devon, is just ten miles from Exmouth, a short drive or train journey away, and offers a wealth of shopping, sporting, cultural and historic attractions. Recognised as one of the most desirable cities in which to live, Exeter offers a thriving arts community, reflecting the presence of a major university. An array of independent stores plus all of the major shopping chains are represented in the city: the Princesshay shopping area has won awards for design. The city offers a wide variety of night life including top restaurants, night clubs, cabaret, three cinemas and theatres. The highly successful Exeter Chiefs and Exeter City Football Club call the city home and attract huge crowds to their home games.

Travel Times to and Location of Exmouth Community College



Job Description

Title:	Operations Administrator
Contract Type:	Fixed-Term – to maintain staffing levels
Start Date:	ASAP
End Date:	31 August 2024
Grade:	NJC Grade C (SCP 4)
Salary:	£19,541 – actual salary per annum
Hours:	37 hours per week x 42 weeks of the year (term time + 5 non-pupil days + 15 days during the holiday period; dates to be negotiated) Monday to Thursday 8.00am – 4.00pm & Friday 8.00am – 3.30pm (includes a daily 30 minute unpaid break)
Reporting to:	Director of Finance & Resources
Responsibility for:	No line management responsibilities

Introduction to the Post

We are seeking to appoint an Operations Administrator to work alongside the Finance and Estates & Facilities Teams supporting them with team specific operational administration across the College.

As highlighted above, the post holder is required to work 15 days during the school holidays due to the nature of the role and specific deadlines requiring to be met. The timing of these days will be negotiable.

Purpose of the Job

The main priority of the Operations Administrator will be to provide administrative support to the Finance and Estates and Facilities teams. The post holder will report to the Director of Finance & Resources but will also take direction from the Finance Manager and the Estates & Facilities Manager. All staff are expected to operate in a unified and flexible manner for each post, but post holders will be expected to have skills and attributes which will make them capable of performing all the major tasks outlined below, which may change as the priorities of the office demand.

Key Responsibilities

- Responsible for providing administrative support to ensure the smooth running of the services offered to the wider community.
- Responsible for the coordination of the booking out the College facilities.
- Producing reports and summary information regarding income generation from College facilities/mini-buses.
- Responsible for the coordination of the booking out of the College Minibuses.
- Ensure mini-bus drivers have the relevant training and licences in place.

- Ensure the Estates and Facilities Team have completed the mini-bus checks daily.
- Responsible for the administration for Music Tuition, setting up direct debits and checking payments etc.
- Provide administration support to the Director of Finance & Resources including the creation of Excel spreadsheets as necessary, diary and appointment management.
- Obtain quotations for items as directed and complete order and value for money forms as necessary.
- Input orders into PSF/IRIS Purchasing.
- Liaise with suppliers and contractors where necessary.
- Provide administration support for College events as necessary.
- To co-ordinate the creation and the staff and student planners as directed.
- Assisting with the day-to-day processing and management of financial information when necessary.
- Provide excellent customer service to both internal and external customers when using any communication media including telephone, email and face to face.
- Provide cover in the absence of the Finance Assistant.
- Any other relevant duties commensurate with the grading of the post.

Working Conditions

- 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.

Person Specification

Attributes	Essential	Desirable	How Identified
Qualifications			
GCSE English and Maths at Grade 4 / Level 2 qualification or above, or equivalent training / experience	✓		Application, Certificates.
ECDL / Word Processing / Spreadsheet / ICT qualification or equivalent	✓		
Experience			
Working effectively within an administrative setting	✓		Application, Interview, Assessment/ Observation, Reference.
Working in a Finance or Estates role within an education setting		✓	
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	✓		
Ability to work actively, productively, and flexibly as part of a team	✓		
Confident user of ICT, including Microsoft Office packages (Outlook, Word and Excel)	✓		
Confident user of Excel and creation of spreadsheets, including the use of formula	✓		
Good numeracy/literacy skills	✓		
Excellent record keeping and administrative skills	✓		
Good written skills and ability to communicate effectively with people at all levels	✓		
Awareness of data protection and confidentiality	✓		
Use of SIMS (training will be provided)		✓	
Use of finance accounting packages (PSF/IRIS Financials etc). (training will be provided)		✓	
Knowledge of financial, accounting or estate regulations		✓	
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:

- Commit to the safeguarding and welfare of all students
- Understand and recognise the principles of equality and diversity
- Commit to regular and on-going professional development and 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.

Exmouth Community College will treat applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. As part of the recruitment process such information will only be considered in light of its relevance to the post for which you are applying. Failure to disclose previous criminal history could result in the withdrawal of an offer of employment. All information disclosed will be treated in the strictest confidence.

All shortlisted candidates will be required to declare information on any convictions, cautions, reprimands or final warnings, which would not be filtered in line with current guidance (see: [DBS filtering guide - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/db filtering-guide)). Therefore, if your application is shortlisted, and if you have received a conviction or caution which would not be filtered in line with current guidance, you must provide details on the Self Declaration form which will be provided to you.

This involves engaging in regulated activity relevant to children. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

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

Equated Pay Adjustment

This is for non-teaching term time only employees.

When leaving the College's employment or changing to a new role within the College, an adjustment will be made depending on whether or not the service of the employee included more or less time off during school holidays, to the proportion of time they worked. This will compare the hours worked to the hours paid and make the required payment/deduction.

Questions?

For further information about this post please contact Amanda Day:

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

Phone: 01395 255687



Exmouth
Community
College
Academy Trust

The ECC Way

“Be prepared, be respectful, be engaged, be kind”

Our rules

- *Be kind*
- *Be respectful*
- *Be engaged*
- *Be prepared*

Our routines

1. Line-ups are quiet and in a straight line
2. Meet and Greet
3. Equipment out
4. Stand behind chairs/check uniform
5. Register in silence

When we go 'above and beyond'

- We give genuine verbal praise
- We acknowledge on our 'Recognition Board'
- Class Charts praise points
- We share positive comments with parents/carers with a phone call/written praise home

We will...

Praise **in public**

Remind **in private**

We are...

We are calm

We have routines

We think about what we say

We notice the BEST

We repair relationships

Our in-class steps

1. Reminder/first warning
2. Last chance verbal warning
3. Appropriate consequence
4. Repair/2 min conversation or a restorative 10 min conversation later—during lunch/break

Our phrases

1. "I've noticed that...." (e.g. having trouble getting started)
2. "It was the rule about..." (e.g. lining up/staying on task)
3. "You have chosen to..." (e.g. move to the back/catch up)
4. "Can I remind you about..." (previous good behaviour)
5. "That is who I need to see today..."
6. "I need to speak to you at .. today" (2 min conversation)
7. "Thanks for listening"

We manage moments

"I understand that... but our rules at ECC are be prepared, be respectful, be kind, be engaged"

"You know my expectations about..."

Keep emotion out of responses

We rebuild and repair

What happened?

What were you thinking?

What do you think/feel about it now?

Who's been affected? How has this affected you?

What 's needed to make things right?

What have we learned from this?