



Exmouth
Community
College
Academy Trust

Job Pack

Receptionist/Administrator

Permanent

NJC Grade C (SCP 4 to 6)

Closing Date: Thursday 18 April 2024 at 10.00am

Interview Date: Thursday 25 April 2024

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 passionate 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 looking to join a Multi-Academy Trust. Having spent a great deal of time reviewing our position, we believe that joining a Multi Academy Trust will continue to improve the experience that we provide for our students and the professional opportunities that this will bring our staff.

We have a broad view of education. We actively 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 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 what we are all about. Whilst we are in the process of finalising our new 'School Vision, it will, I hope, give you a sense of why we are so proud of our students and community.

I recognise that much time and thought goes into preparing an application, which I thank you for in advance. In turn, we 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 stylized, handwritten signature in blue ink, appearing to read 'Tom Inman'.

Tom Inman
Headteacher

Job Description

Title:	Receptionist/Administrator
Contract Type:	Permanent
Start Date:	4 June 2024
Grade:	NJC Grade C (SCP 4 to 6)
Salary:	£13,717 – actual starting salary per annum Annual progression to top of the Grade C (£14,179 actual salary per annum)
Hours:	25 hours per week x 40 weeks of the year (term time + 5 non-pupil days + 5 days in the holidays) 8.00am – 2.45pm Tuesday to Friday (includes a daily 30-minute unpaid break)
Reporting to:	Administration Team Leader
Responsibility for:	No line management responsibilities

Purpose of the Job

To provide a high quality, pro-active and professional administrative service across the College as well as undertaking receptionist duties, across both sites. Acting as the first port of call for visitors and telephone enquiries. Whilst members of the team might have specific responsibilities, you will work as part of a larger administrative team supporting a number of key areas across the College. This is a varied and interesting post in an extremely busy College.

Key Responsibilities

Receptionist

- Provide a high standard of professional and welcoming reception service.
- Up-hold and adhere to the Academy's safeguarding protocol.
- Ensure all visitors and students sign-in using the correct procedure.
- Maintain both paper & electronic records as required.
- Manage incoming telephone calls by channelling to appropriate departments/teams or by recording detailed messages to be relayed appropriately and accurately.
- General housekeeping of all documentation held at reception.
- Monitor the relevant reception email inboxes and proactively deal with internal and external queries.
- Maintain presentation of the reception area and ensure an excellent level of customer service is adhered to at all times.
- Ensure that strict confidentiality is maintained at all times in relation to the Academy's work.

Administrator

- Carry out routine and pro-active administrative duties providing support as directed by the Team Leader.
- Send out parent correspondence via electronic messaging systems.
- Produce letters to parents along with occasional mail merges.
- Create and update internal publications as required.
- Take minutes and produce agendas for meetings.
- Provide administrative support for trips, visits and events as required.
- Produce documentation and provide administration support for the start of the new academic year.
- Assist with the input of data regarding student attendance, progress and key information.
- Assist with communications to parents/carers and staff, receiving and passing on information between parents/carers and staff.
- Update sections of the College website and social media as required.
- Undertake bulk printing where required.
- Carry out paper and digital archiving as required.
- Scan documents and file as appropriate.
- Liaise with external organisations as required.
- Attend relevant or internal meetings as required.
- Cover the work for other team members during their absence.
- Ensure the best use of Microsoft technologies is used through day to day work such as Outlook, Teams, SharePoint etc.
- Where appropriate, pro-actively pickup work from other team members to support workload.
- Any other duties commensurate with the grading of the post.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

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 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 a school environment		✓	
Skills and Knowledge			
Ability to prioritise tasks and manage your time to meet deadlines whilst being well organised, resilient, and motivated.	✓		Application, Interview, Assessment/ Observation, Reference.
Capacity to take responsibility, use initiative, work independently and demonstrate a proactive approach.	✓		
Ability to work pro-actively, productively and flexibly as part of a team.	✓		
Problem solving skills – with the ability to find solutions.	✓		
Confident user of IT incl. Microsoft 365, Outlook and Teams	✓		
Experienced user of Excel including use of formulas	✓		
Excellent numeracy and literacy skills	✓		
Excellent written skills and the ability to communicate effectively with people at all levels.	✓		
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, proactive and self-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.

Early applications are encouraged. Exmouth Community College reserves the right to interview and appoint prior to the closing date of the advertisement, should the College be able to identify an appropriate candidate.

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