



Exmouth
Community
College
Academy Trust

Job Pack

Administrator (Human Resources)

Fixed-Term

NJC Grade D (SCP 7 to 12)

Closing Date: 29 May 2024 at 10.00am

Interview Date: W/c 3 June 2024

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 handwritten signature in blue ink, which appears to read 'Tom Inman'. The signature is fluid and cursive, written over a light blue horizontal line.

Tom Inman
Headteacher

Job Description

Title:	Administrator (Human Resources)
Contract Type:	Fixed-Term – Maternity Cover
Start Date:	15 or 22 July 2024
Expected End Date:	31 August 2025
Grade:	NJC Grade D (SCP 7 to 12)
Salary:	£21,338 – actual starting salary per annum Annual progression to top of the Grade D (£23,206 actual salary per annum)
Hours:	37 hours per week x 40 weeks of the year (term time + 5 non-pupil days + 5 holiday days) Monday to Thursday 7am – 3.00pm and Friday 7am – 2.30pm (includes a daily 30 minute unpaid break)
Reporting to:	Human Resources Manager
Responsibility for:	No line management responsibilities

Purpose of the Job

Exmouth Community College's mission is to provide a well-structured, enjoyable and positive approach to learning that rewards student success and allows for individual aptitudes to flourish. 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 (HR) Team to the delivery of that mission 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 285 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 coordinating the Relief Timetable (cover for teachers who are absent), hence the 7am start, and staff absence administration. If you like piecing puzzles together and communicating with lots of different staff, then this is the role for you.

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.

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:

Organisation of Relief Timetable

- Organisation of the cover requirement as a result of planned staff absences
- Receiving calls from absent staff members and managing the day to day cover requirements as a result of unplanned absences before the beginning of the school day
- Inputting the relief timetable into Cover on SIMS
- Directing Cover Coordinators
- Liaising with supply agencies and booking ECC bank supply staff and supply agency teachers
- Ensuring safeguarding requirements are met
- Meeting supply agency teachers to give them registers and all relevant information
- Responding to emergency cover requirements throughout the working day
- Forwarding cover work to relevant cover staff
- Producing "Rarely Cover Rota"

Staff Absence Administration

- Daily recording of absence information in to SIMs and the SIMs Cover Diary, supply claim forms and supply information
- Reviewing absence requests, chasing outstanding forms/info. and inputting information in to SIMs and on to college records
- Ensuring Statement of Fitness for Work Certificates are received
- Liaising with line managers about absent staff
- Creating and sending Return to Work Forms

Sickness Absence Triggers Administration

- Reviewing sickness absence information daily to determine when triggers are met
- Arranging formal absence and update meetings
- Providing advice on attendance/absence issues, ensuring relevant processes are adhered to and documentation produced
- Attending stage 3 formal meetings and taking accurate minutes
- Constructing detailed Occupational Health referrals, submission of referrals and ensuring timely receipt of OH reports. Advising senior staff of the report contents

General

- Provide an excellent customer service to both internal and external 'customers' when using any communication media including telephone, email and face to face
- Taking detailed notes/minutes during informal and formal meetings
- Providing up to date information to SLT, Head of Department, Team Leaders and others as and when required
- Deputising for colleagues as necessary
- Other duties commensurate with the grading of the post, as may be required

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	Identified
Qualifications			
GCSE English and Maths at Grade 6 (B) / Level 2 qualification or above, or equivalent training / experience	✓		Application, Certificates.
Human Resources qualification		✓	
Evidence of relevant Continuing Professional Development		✓	
Experience			
Significant experience of working effectively within an administrative setting	✓		Application, Interview,
Working effectively within a HR setting or dealing with staffing issues		✓	Assessment/
A broad-based knowledge and understanding of personnel/HR issues and employment law		✓	Observation, Reference.
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	✓		
Excellent written skills and ability to communicate effectively with people at all levels in a professional and sensitive manner	✓		
Good research and resourcing skills	✓		
Confident user of ICT, including Microsoft Office packages	✓		
Good numeracy/literacy skills	✓		
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.
Proactively generates positive working relationships	✓		
Adaptable, flexible and creative	✓		
Enthusiastic and motivated	✓		
Problem solver, analytical and strategic thinker	✓		
Discreet, confidential and professional manner	✓		

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

Questions?

For further information about this post please contact Gill Morgan:

Email: gillian.morgan@exmouthcollege.devon.sch.uk

Phone: 01395 264761