



Exmouth
Community
College
Academy Trust

Recruitment Information & Job Pack

LEARNING SUPPORT ADMINISTRATOR

Permanent

NJC Grade C

Closing Date: Wednesday 22nd January 2025 at 10.00am

Interview Date: W/C 27th January 2025

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

www.exmouthcollege.devon.sch.uk

Principal: A J Davis BSc(Hons), PGCPSE, NPQH

Job Description

Title:	Learning Support Administrator
Contract Type:	Permanent
Start Date:	ASAP
Grade:	NJC Grade C
Salary:	£17,964.55 – actual starting salary per annum (pro rata for part time) Annual progression to top of the Grade C
Hours:	Two posts: 1) 32.5 hours per week x 38 weeks of the year (term time only) Monday - Friday 8.00am – 3.00pm (includes a daily 30 minute unpaid break) 2) 19.5 hours per week x 38 weeks (term time only) days to be confirmed.
Reporting to:	Assistant SENDCo
Responsibility for:	No line management responsibilities

Purpose of the Job

To provide comprehensive administrative support linked to the Learning Support team.

Key Responsibilities

- Administrative tasks related to Annual Reviews - book rooms, invitations to relevant parties, seek feedback from relevant parties, complete and upload relevant paperwork after the review.
- Upload and maintain the SharePoint resources area on the network.
- Oversee the administration of SEN support plans on Provision Map
- Ensure relevant information is available.
- Manage the Learning Support office - order equipment and supplies etc.
- Generate accurate purchase orders for external SEN support and track their status.
- First point of contact for parents and other professionals and triage to appropriate people.
- Monitor the Learning Support email account.
- Assist with TA timetabling on a day to day basis.
- Liaise with external agencies and arrange meetings and necessary follow ups.
- 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	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 & Reference
Working effectively within a school environment		✓	
Skills and Knowledge			
Organised, able to prioritise workload and meet deadlines whilst maintaining accuracy under pressure	✓		Application, Interview, Assessment & 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	✓		
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, Bromcom, or other management information software		✓	
Personal Qualities			
Ability to relate well to children, young people and adults	✓		Application, Interview & 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

Questions?

For further information about this post please contact Corinna Stephens:

Email: corinna.stephens@exmouthcollege.devon.sch.uk

Phone: 01395 255656