

Nihil quam optime

**Chulmleigh College**

Nothing but our best

**Administrative Officer /  
Personnel & Administrative Officer**

# Candidate Pack

Closing date: Monday 26 January 10am

Interview date: Monday 2 February



**COMPASSION AMBITION TEAMWORK**



Welcome to Chulmleigh College and thank you for requesting this pack.

The successful candidates will be joining the College at a point where five years of growth has been stabilised and secured: with every year group fully subscribed. Our reputation across Devon is such that we are the chosen school for many families who live a great distance outside of our designated transport area. This is because they like the way we operate as a school; valuing tradition and concentrating on ensuring pupils achieve highly and behave very well. Those visiting the school always comment on how well-mannered our pupils are.



Colleagues like this school because it is one in which they can concentrate on teaching the subject they love, as opposed to spending time dealing with difficult behaviour, poor resourcing or incongruent demands.

We are seeking to appoint enthusiastic, organised and personable individuals to join the administrative and personnel team at Chulmleigh College, following internal promotion. These roles offer an excellent opportunity to contribute to the smooth and effective running of a busy and supportive Academy Trust, working closely with colleagues across the College and wider Trust. Both posts would suit candidates with strong interpersonal, communication and IT skills, who take pride in accuracy, teamwork and delivering high-quality support in a professional educational environment, with training and development provided where appropriate.

Our GCSE results are consistently amongst the best in the region, due to an approach beginning in Year 7, which is then applied consistently throughout the school. We follow the EBacc GCSE Curriculum for the overwhelming majority in Key Stage 4 and encourage our pupils to challenge themselves and achieve their full potential.

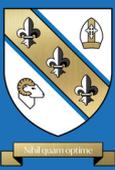
Good behaviour, hard work and excellent manners are at the heart of our school and we welcome applications from candidates who share our values and approach. This is a great school to work in.

Neil Payne Headteacher Chulmleigh College  
CEO Chulmleigh Academy Trust



## We are looking for someone who:

- Has excellent attention to detail and a high standard of accuracy
- Has excellent organisational skills
- Is adaptable in their approach to work
- Has the ability to prioritise and meet deadlines whilst working within a general framework of recognised procedures and deadlines
- Is computer literate with good knowledge of WORD and EXCEL
- Is able to ensure confidentiality
- Is able to work independently, in addition to being part of a team
- Has the ability to work under pressure
- Has excellent verbal and written communication skills



Chulmleigh College is a successful and ambitious rural secondary school with a strong reputation for high standards. The progress of our pupils is consistently amongst the best in the region. The College has enjoyed some of the best results in the region over the last 10 years and is heavily oversubscribed. Pupils achieving 4+ in Basics was 82%. Our A8 score was 54.09.

The College was totally rebuilt a few years ago, with the completed buildings opening in 2017. Numbers have grown substantially in recent years, from 500 to the current roll of 750, and most year groups are oversubscribed; due to both our excellent reputation and the College's successful transport service, which brings in approximately 25% of our pupils from outside the school catchment area.

We aim to create ambition and inspiration and want our young people to achieve all that they can in a safe, caring and well-disciplined environment. We commit ourselves to providing a learning experience which ensures high challenge, inspires, and provides both the range of qualifications and the start in life which will last forever. We aim for our young people to have the foundation and independence they need to make the progress they are capable of, building resilience for their future lives.

As a school we value courtesy, hard work and respect, and set high standards of behaviour; promoting self-discipline, resilience, responsibility and working together as a community.

We offer a broad and rich curriculum, enhanced by excellent extra-curricular activities; our outdoor education in the form of Ten Tors and Duke of Edinburgh is particularly strong. As well as having high academic achievement, we also have a proud record in sport, music, drama and art.

Our pupils read an astonishing amount of literature and develop themselves by making the most of the array of opportunities available. This is all possible because teaching and support staff create the best opportunities for our pupils. We are very proud of our team, who work hard to make our school a happy place where we learn together in a formal, warm environment. We are also proud of the excellent relationships we have with our pupils, families and friends within the community.

Chulmleigh is a Saxon hilltop market town in North Devon, near the Mid Devon border. It lies near the banks of the Little River Dart, and is surrounded by rolling hills, woods and farmland. With Exmoor and the North Devon coast to its north, and Dartmoor and the city of Exeter to its south, Chulmleigh is in a beautiful part of the county and is easily accessible from all other areas.



## Our Values

### Compassion

Compassion is caring about others, behaving towards them with humanity, generosity, and concern, and caring about other people's struggles. It is a skill which has benefits; treating others with compassion means they are likely to treat you, and others, back in kind.

We recognise the uniqueness of each circumstance and every child in the Trust, liaising closely with families and work to show appropriate compassion for our pupils and community.

### Ambition

We work hard to help pupils develop a strong sense of ambition: the appetite for challenge and the determination to look beyond the horizon for inspiration. Whilst we recognise that children have different talents and abilities, we nevertheless expect each pupil to work hard and make significant and tangible progress. Our ultimate aim is to help them to achieve the best results possible, providing a wide range of options for their next stage in life.

### Teamwork

Teamwork is an essential communication and social skill and includes compromise, collective effort, active listening, effective speaking and providing support for a group. We encourage our pupils to learn how to listen and be independent, in order to perform their individual roles and function as a cohesive unit, and how to respectfully and confidently express their ideas and opinions effectively in a group setting.

Our shared goal is to ensure that pupils leave us not only with excellent exam results, but also with confidence, resilience and the ability to make their mark as young people heading out into the world.



The Central Team at Chulmleigh Academy Trust plays a pivotal role in ensuring that our family of schools operates efficiently, compliantly and with strategic focus. By providing specialist support across finance, human resources, governance, premises and ICT, the Central Team allows Heads of School and senior leadership to concentrate on what matters most—delivering exceptional education. As part of this dynamic department, Administrative Officers are central to maintaining the high-quality operational backbone that supports learners, teachers and the broader school community.

Joining the Central Team means becoming part of a highly skilled, collaborative group of professionals with expertise in a range of disciplines. From ensuring that financial processes and payroll systems run smoothly, to supporting school business administration and governance functions, Central Team members contribute to Trust-wide impact and efficiency. You will work alongside experienced colleagues and specialist support staff, gaining exposure to cross-functional projects and a broad understanding of multi-academy operations.

These Administrative Officer roles offer a unique opportunity to make a meaningful contribution to the smooth running of the College and the Trust. You will be entrusted with responsibilities that enhance processes, support compliance and improve communications across the Trust. Whether you are involved in data management, administrative systems, or assisting with HR and payroll tasks, your work will directly support the smooth running of our schools and help shape an environment where pupils and staff can thrive.

If you are organised, motivated and ready to take the next step in your career within a friendly, supportive and impactful team, we encourage you to apply for one of these Administrative Officer positions. This is more than an administrative role - it is an opportunity to be part of a central hub that drives organisational excellence, fosters professional development and contributes to the success of schools across the Trust.





**Job Title: Administrative Officer**

**Status: Permanent, Part time 37 hours per week x 41 weeks per annum**

**Grade D £13.90 to £14.82 per hour (depending on experience)**

**Start Date: As soon as possible**

## Job Purpose

### Main Duties & Responsibilities

- To ensure the smooth day to day operation of tasks within specific areas of the Academy and maintaining and devising efficient and effective administrative processes and procedures.
- To provide comprehensive general administration support.
- To ensure Health and Safety requirements are met.
- To provide advice and guidance within established frameworks.
- Establish constructive relationships and communicate with other professionals.
- Participate in training opportunities and professional development as required.

### Autonomy

Can determine own priorities in order to achieve deadlines but will seek guidance to resolve conflicting priorities and if assistance is needed with juggling demands.

### Health & Safety

Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.

Cooperate with the employer on all issues connected with Health, Safety and Welfare.

### Continuing Professional Development

Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.

Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice.

**This document outlines the duties required of the post-holder for the time being to indicate a level of responsibility. It is not a comprehensive or exclusive list and from time-to-time duties may be varied which do not change the level of responsibility or the general character of the job.**

### Location

The post holder may be required to work at any school which is currently within or in the future joins the Chulmleigh Academy Trust chain of academies, either on a temporary or permanent basis according to the operational needs of the Trust.



**Job Title: Personnel & Administrative Officer**  
**Status: Permanent, Part time 30 hours per week x 39 weeks per annum**  
**Grade D £13.90 to £14.82 per hour (depending on experience)**  
**Start Date: As soon as possible**

## Job Purpose

### Main Duties & Responsibilities

- To ensure the smooth day to day operation of tasks within specific areas of the Academy and maintaining and devising efficient and effective administrative processes and procedures.
- To provide comprehensive Personnel support including coordinating recruitment, maintaining employee records, processing payroll and managing absence.
- To provide comprehensive general administration support.
- To ensure Health and Safety requirements are met.
- To provide advice and guidance within established frameworks.
- Establish constructive relationships and communicate with other professionals.
- Participate in training opportunities and professional development as required.

### Autonomy

Can determine own priorities in order to achieve deadlines but will seek guidance to resolve conflicting priorities and if assistance is needed with juggling demands.

### Health & Safety

Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.

Cooperate with the employer on all issues connected with Health, Safety and Welfare.

### Continuing Professional Development

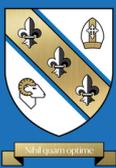
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Attribute	Essential	Desirable	Method of Assessment
<b>Experience</b>	<ul style="list-style-type: none"> <li>Recent office experience</li> <li>Experience of dealing with the public</li> <li>Good knowledge and understanding of administrative procedures</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school office</li> </ul>	AF / R / I & Task
<b>Practical Skills</b>	<ul style="list-style-type: none"> <li>Accuracy (attention to detail)</li> <li>Excellent organisational skills</li> <li>Adaptable in approach to work</li> </ul>		R / I & Task
<b>Communication</b>	<ul style="list-style-type: none"> <li>Excellent verbal and written communication skills for dealing with parents, pupils, teachers, directors and outside agencies</li> </ul>		AF / I & Task
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Able to deal with pressure</li> <li>Post holder needs to ensure confidentiality at all times</li> <li>Team player with the ability to work independently at a high level</li> </ul>	<ul style="list-style-type: none"> <li>Ambassador for the school</li> </ul>	R
<b>Strategic Thinking</b>	<ul style="list-style-type: none"> <li>Be able to meet deadlines whilst working within a general framework of recognised procedures and deadlines</li> </ul>		AF / R / Experience
<b>Technology / IT Skills</b>	<ul style="list-style-type: none"> <li>Computer literate/use of WORD and EXCEL</li> </ul>	<ul style="list-style-type: none"> <li>Experience with PSF, SIMS and Evolve</li> </ul>	R
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>Good Standard of Education to GCSE or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate personnel qualification(s) and/or experience in this field</li> </ul>	AF / R
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>Chulmleigh Academy Trust and its staff have a statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties</li> </ul>		I

AF: Application Form  
I: Interview  
R: Reference



# How to Apply

Please complete the online application form available [here](#).

A tour of Chulmleigh College will be arranged as part of the interview schedule.

## Status:

**Administrative Officer:** Permanent, part time, 37 hours per week x 41 weeks per annum

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**Closing date:** Monday 26 January 10am

**Interview date:** Monday 2 February

**Start date:** As soon as possible

If you have any questions please email: [personnel@chulmleigh.devon.sch.uk](mailto:personnel@chulmleigh.devon.sch.uk) or call 01769 580215.

Chulmleigh College, Chulmleigh, Devon, EX18 7AA

