



Part of the
Ted Wragg TRUST

Exmouth Community College **Administrator (People and Business Operations)**

Our Vision is to enable our students to **flourish** through our core values of **Belonging, Ambition** and **Responsibility**.



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Key Details

Salary

Grade C SCP 5-7
(actual salary £22,569.32)

Interviews

w/c 20th April 2026

Hours

37 hours per wk x 40 wks
Standard working pattern 8am - 4pm.
Infrequent requirement to work 7am - 3pm

Closing date

12th April 2026

Location

Exmouth, Devon

Required from

May 2026 or sooner

How to apply

For an informal conversation about the position please contact the ECC Recruitment Team at Recruitment@exmouthcollege.devon.sch.uk

An application pack can be found at <https://www.tedwraggtrust.co.uk/vacancy>

We encourage early applications, as we reserve the right to close this vacancy once a suitable candidate has been identified

ECC is part of the The Ted Wragg Trust. We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check.



About Exmouth Community College



BELONGING • AMBITION • RESPONSIBILITY



Exmouth Community College is in an exciting stage of its journey. As the sole Secondary school in the beautiful coastal town of Exmouth, we are rooted in our community and dedicated to giving our students a life of opportunity and fulfilment. Our Vision is to enable our students to flourish through our core values of Belonging, Ambition and Responsibility.

We have recently joined the Ted Wragg Trust. The Trust has a very strong reputation for growing great people and place professional development of staff at the heart of all that they do.

Why join Exmouth Community College?

- A culture of high expectations based on strong relationships – we are committed to ensuring that every student receives the highest quality education. We believe that nurturing relationships are key to helping young people thrive and have, therefore, worked hard to embed our ‘relational approach’ over the last three years. This is enabling us to ‘raise the bar’ for our young people.
- A place where growth is valued – teaching is complex, challenging, and ever-evolving. We know that even the best teachers can get better, which is why we prioritise professional learning. Every member of staff receives personalised coaching and regular dedicated time out of the classroom for professional development. Our staff wholeheartedly buy into the mantra that “Every teacher needs to improve ... not because they aren’t good enough, but because they can be even better.” – Dylan William
- Honest, collaborative, and open – We don’t believe in a ‘top-down’ culture. Instead, we work together, modelling vulnerability and regularly sharing feedback to improve. We welcome challenge and seek out ways to refine our practice.
- Flexibility in role – We aim to support our staff in achieving a healthy work/life balance. Depending on the role, we may be able to offer a flexible full-time equivalent (FTE) arrangement by agreement.
- Part of the Ted Wragg Trust – Benefitting from stability, support, and extensive opportunities for professional development and collaboration within a network of dedicated educators.

Letter from the Headteacher



Thank you for your interest in coming to work as part of our team at Exmouth Community College. You will be joining a really friendly community of committed staff, supportive parents and brilliant young people. Still being relatively new to ECC myself, I recall very well being blown away by the warmth of the welcome that I had when I arrived and I can assure you of the same.

You will be joining the College at a really exciting time:

- We've completed a major upgrade to our site, including the £13 million Elizabeth Lee building, a new Maths and Sixth Form block, a fully refurbished Dining Facility and outdoor space, providing inspiring facilities for students.
- We've reset our School Vision and made clear strides in improving our school culture. (OFSTED 2024 - "Work has begun in earnest to put in practices to build a more sustained positive culture across the whole school. There is now positivity from staff, parents and pupils about the early impact of this work").
- We've joined the Ted Wragg Multi-Academy Trust, gaining additional support and professional opportunities for our staff.
- We have seen a significant improvement in results profiles for Year 11 and 13 in the last two years, with record results in some measures. We are now above national averages in key measures and seeking to consolidate these improvements to become one of the highest performing schools in the local area.

Our focus is on delivering a high-quality curriculum and preparing students for life beyond the classroom. Staff development is a priority, and we aim to create an environment where you can thrive.

ECC has a strong sense of community, and we're committed to providing excellent education while preparing students for their future. If you're passionate about teaching and looking for a supportive environment, we'd love to hear from you.

I hope you find this information helpful, and please explore our website to learn more. Thank you for considering your application.

Warm wishes,

Tom Inman

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

Headteacher

RECRUITMENT PACK

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Administrator (People & Business Operations)

Job Description

Purpose of the job

- Exmouth Community College's vision 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 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 Team to the delivery of our vision 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 280 members of contracted staff and a range of casual staff and volunteers, consequently creating a busy and varied HR workload. This provides an excellent opportunity to gain knowledge around all aspects of the HR function within a large educational organisation.
- We are currently looking to appoint an exceptional Administrator to assist primarily in the HR Department, alongside providing administrative support to other areas of the business operation as and when needed. 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. Alongside strong communication you will be a natural team player. Please note that any specific HR training will be provided.



Administrator (People & Business Operations)

Job Description

Key Responsibilities

Contributing to the delivery of an outstanding HR advisory, guidance and support service

- Providing support and guidance to all staff on general HR issues
- Effectively liaising, as required, with colleagues, external agencies and contractors
- Utilising our purchase order and finance software systems to raise requisitions.
- Verifying ID documentation for DBS applications, inputting information and monitoring outstanding applications
- Providing up to date information and statistics by creating reports within our IT software packages, or Excel
- Supporting the maintenance of the computerised personnel data system using BromCom, standard spreadsheet and word processing packages
- Maintaining the accuracy of confidential staff records and ensuring that staff records are stored appropriately
- Ensuring confidentiality at all times, only releasing confidential information to those acting in an official capacity, in line with the Freedom of Information Act and Data Protection Act
- Taking detailed notes/minutes during informal and formal meetings
- Book the use of school facilities as required
- Undertaking general office duties such as photocopying, archiving, filing etc

Staff Absence Administration

- Daily recording of absence information
- Ensuring Statement of Fitness for Work Certificates are received
- Processing planned absence requests
- Scanning and emailing forms to employees, chasing outstanding information, inputting information on to BromCom, iTrent and on to College records.
- Assisting the relief timetabler; booking supply staff, raising requisitions, etc.
- Infrequently deputising for the Relief Timetabler in times of absence; Taking mornings calls, inputting information into BromCom

CPD/Training

- Maintaining trackers for mandatory training and liaising with relevant Line Managers
- Ensuring copies of certificates are received and input on SIMs and personnel files

Administrator (People & Business Operations)

Job Description

Key Responsibilities

General

- Deputising for colleagues as necessary
- Other duties commensurate with the grading of the post, as may be required.

Administrator duties:

- 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.
- Administrative support to Examinations as required.
- 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.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Person Specification

Attributes will be assessed via the application, certificates, interview, assessment, observation and references.

Attributes	Essential	Desirable
Qualifications		
GCSE English and Maths at Grade 6 (B) / Level 2 qualification or above, or equivalent training / experience.	X	
ECDL / Word Processing / ICT qualification or equivalent	X	
Human Resources qualification or equivalent experience		X
Experience		
Working effectively within an administrative setting.	X	
Working effectively within a HR setting or dealing with staffing issues		X
Skills and Knowledge		
Organised, able to prioritise workload and meet deadlines whilst maintaining accuracy under pressure	X	
Capacity to take responsibility, use initiative, work independently and demonstrate a proactive approach	X	
Ability to work actively, productively and flexibly as part of a team	X	
Confident user of ICT, including Microsoft Office packages	X	
Excellent written skills and ability to communicate effectively with people at all levels in a professional and sensitive manner	X	
Use of Bromcom or other MIS systems (training will be provided)		X
Awareness of data protection and confidentiality	X	

Person Specification

Personal Qualities		
Ability to relate well to children, young people and adults	X	
Proactively generates positive working relationships	X	
Adaptable, flexible and creative	X	
Enthusiastic and motivated	X	
Problem solver, analytic and strategic thinker	X	
Commitment to high standards	X	
Discreet, confidential and professional manner	X	

Working Conditions & Physical Demands

- Normal office environment.
- Sedentary – Involves sitting for most of the time but will involve walking across sites.

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



Thank you for your interest in working at ECC



Introduction to the Ted Wragg Trust

Trust Values

- **Ambitious:** works hard, has the highest standards and is positive for the future
- **Selfless:** self-aware and emotionally intelligent to support self and others to thrive.
- **Collaborative:** builds strong relationships and networks

A Warm Welcome from our CEO



An ambitious and inclusive Trust of schools strengthening our communities through excellent education.



Moira Marder, OBE

On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working for our Trust. This is an excellent opportunity to join our Trust and work in one of our 17 schools.

In our **ambitious** and **inclusive** Trust of schools we know that every individual is critical to help us to achieve our collective mission to **transform lives, strengthen communities** and **make the world a better place**.

Our values driven, growing 2-18 Trust, has the highest expectations for every child, every day, with social justice at our core. In this pack you will find out more about how we **support, develop** and **grow our Headteachers**.

This is a hugely exciting time for our Trust as we continue to grow, embed, improve and innovate to **improve the life chances of all children** in the South West.



We demonstrate our love through our values

How we will succeed



#lifeattedwragg

We know that our people are our **greatest asset** and research tells us that happiness at work is directly linked to student happiness and consequently **student outcomes**.

We are working hard to make sure that all our employees **love coming to work**.



Our Trust is dedicated to fostering an environment where employees can **reach their full potential, with dignity, respect, and equal opportunities for all**.

We value the unique contributions of each individual, recognising that **diversity strengthens our community and makes our Trust a positive place to work and grow**.

We are committed to excellent employment practices that attract and retain talent from a variety of backgrounds and communities.

The aim of our people strategy is to be the **greatest place to work in the South West**.

We know that to realise our ambitious aim we must **welcome, retain and develop our great people** who work day in day out to **transform the lives of the children in our Trust**.



#lifeattedwragg is focussed on ensuring all our employees:

- **Love coming to work** and have a strong sense of belonging
- **Experience high quality development** through our dedicated development curriculums delivered by the Ted Wragg Institute
- **Inspire others** with their open and collaborative approach

To find out more about what it is like to work at the Ted Wragg Trust, explore our development curriculums and hear from our employees please visit our website at [www.tedwraggtrust.co.uk/workwith us](http://www.tedwraggtrust.co.uk/workwithus)



The Ted Wragg Institute



We want to ensure that our people feel **invested** and **fulfilled in their role** by providing personalised, relevant and engaging professional development. Our brand-new **Ted Wragg Institute (TWI)** delivers our **high-quality development** offer for all, across our family of schools.

Our incredible offer includes Trust CDP, Leadership Development, Networks, Cohort-specific training and NPQs. Take a look at our offer this year here.

Early Career Teachers

If you are an Early Career Teacher you will benefit from our tailored Early Career Framework combining weekly instructional coaching, asynchronous independent learning, online 'clinics' and in-person conferences. With a dedicated mentor or coach and access to supportive networks the ECTs in our Trust are supported and developed to reach their full potential.

Our professional development delivery model

Our professional development delivery is underpinned by our Education key concept (see page 8). We believe that professional development should build knowledge, motivate, develop techniques and embed practice.

At the Ted Wragg Trust, we are research informed and believe that it is important that everyone involved in sharing ideas understands the underlying rationale and evidence base. We ensure that professional development is:



Sustained

Frequency is critical, not time span



Practice-Based

Create new habits



Domain-Specific

Create new habits



External Expertise

Challenge the familiar & refresh ideas



Professional Buy-In

Purpose & benefits eclipse volunteering

We believe this slightly adapted model from 'Teaching Walkthrus 2', Tom Sherrington and Oliver Caviglioli is applicable to all professional development and will underpin the delivery of all our professional development networks, seminars and webinars.



Our Ted Wragg Standard



Our Ted Wragg Standard provides a **minimum set of high standards** across all our schools to establish clear structures, implement effective processes and hold each other to account **to enable excellence**. It is based on our three key concepts: Leadership, Education and Every Child Succeeds.

Key Concept: Leadership



We believe that great leadership:



Fiercely educates



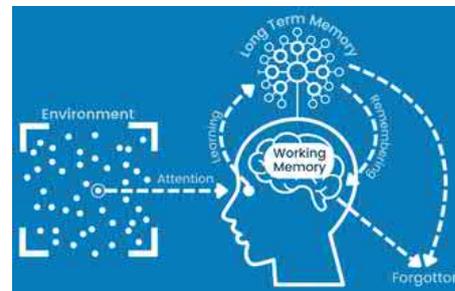
Thrives in a complex system



Is locally enabled

Key Concept: Education

We have a clearly defined and articulated learning model that is understood by all teaching staff. This model of the learning process uses the concepts of Working Memory and Long-Term Memory. It draws on ideas from Cognitive Load Theory and the work of Daniel Willingham.



Key Concept: Every Child Succeeds



We believe individual development is well explained using Maslow; that an individual grows in an ecosystem and can be interpreted using Bronfenbrenner's work, and that we are interdependent.

We believe that to enable our children to live a life of opportunity, we need to understand what true inclusion means. To us, our model is based on Maslow's hierarchy of needs and the Bronfenbrenner's ecology of inclusive education.

Microsystem

Child

- sleep well
- eat breakfast
- follow school rules and routines
- attend school regularly

Family

- healthy sleep patterns
- nutritional diet including breakfast
- online safety parental controls
- adequate housing
- clean clothing
- support school policies
- protect from dangers
- attend medical appointments
- ensure attendance is good

School

- Behaviour, Health and Safety
- Accessibility, Safeguarding Supporting Pupils with Medical Conditions and Anti-Bullying Policy
- Online Safety lessons and workshops for parents/carers
- Early Help support
- First Aid trained staff
- Attendance Engagement Officer and Attendance Policy
- Nutritional lunches and free breakfast
- Foodbank support
- Wrap around care

Mesosystem

- We endeavour to provide a safe and welcoming environment for pupils and their families.
- We listen to our pupils and families and take seriously what they tell us.
- We work in partnership with other agencies such as CAMHS and Early Help

Macrosystem

- Keeping Children Safe in Education
- Teacher Standards
- Devon and Plymouth Children's Social Services
- 0-25 SEND Team
- Virtual School

Our Benefits

A critical part of our People Strategy is to ensure that we welcome and retain our great employees and ensure that they are supported both at home and at work.

When you join our Ted Wragg family we are here for you every step of the way. Here are some of the benefits we offer:

-  Exceptional development and networking opportunities
-  Cost of blue light cards can be claimed through expenses
-  Free annual flu jab, eye test and allowance for glasses
-  Exclusive discounts, cashback and vouchers
-  Free, confidential employee helpline. Available 24-7 through Health Assured
-  Access to Wisdom app to support your mental health
-  Up to 10% off all Pure Gyms
-  up to the value of £2,000. cyclescheme.co.uk
-  Up to 2 days paid emergency time off for dependants
-  Generous public sector pension schemes for all staff
-  Timetabled instructional coaching for all teachers
-  Family friendly policies and flexible working opportunities



Our Trust Journey



Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about how education can transform young people's futures.

