



Exmouth
Community
College
Academy Trust

Job Pack

Casual Administrator

Casual

NJC Grade C (SCP 4 to 6)

Closing Date: 4th December 2024 at 10.00am

Interview Date: Week commencing 9th December 2024

Job Description

Title:	Casual Administrator
Contract Type:	Casual
Grade:	NJC Grade C (SCP 4 to 6)
Salary:	£11.98 to £13.05
Responsibility for:	No line management responsibilities

Purpose of the Job

- To deliver high-quality and efficient temporary administrative services, providing essential cover for the College as needed on an ad hoc basis, such as during staff absences, to ensure seamless administrative support.

Key Responsibilities

- Responsible for providing the full range of administrative duties to the school which may include attendance, student services, behaviour and curriculum support.
- Respond to administration queries from students, parents/carers and other visitors.
- Answer the telephone, directing calls as required.
- Liaise with parents/carers or external agencies.
- Produce reports, correspondence and other school communications and provide administrative support for school events.
- Provide cover for colleagues as required.
- Maintain an up-to-date knowledge of procedures and processes for safeguarding the welfare of children and actively promote best practice.
- Act as a role model to the students at all times.
- Support colleagues to familiarise themselves with their role.
- Establish the best course of action using a range of recognised procedures.
- Identify the need, assess the situation and initiate action, providing comprehensive guidance, advice and support.
- Undertake work carried out within clearly defined rules and make decisions from a range of established options.
- Make decisions which have limited or short-term effects on immediate colleagues, students or members of the community.
- Work may be subject to interruption but the program of tasks will not be subject to significant change.
- Good standard of practical knowledge/practical skills embedded in the professional area.
- Assist with lunchtime supervision of students when required.
- Any other duties commensurate to the post.

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 will be assessed via the application, certificate, interview, assessment, observation and references

Attributes	Essential	Desirable
Qualifications		
GCSE (or equivalent) in English and Maths	✓	
Experience		
Administrative experience	✓	
Administrative experience in an educational setting		✓
Skills and Knowledge		
Excellent organisational skills and ability to meet deadlines	✓	
Good knowledge of ICT	✓	
Excellent communication skills	✓	
Able to use own initiative	✓	
Excellent team player	✓	
Maintain confidentiality and adhere to Data Protection regulations at all times	✓	
Able to fulfil all aspects of the role with confidence and fluency in English	✓	
Personal Qualities		
Hard working and has the highest standards	✓	
Self-aware and emotionally intelligent to be able to support self and others to thrive	✓	
Works selflessly to support the College's mission and strategic priorities	✓	
Builds strong relationships and networks	✓	

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

We are currently going through an exciting period of change as we are currently in consultation to join the Ted Wragg Trust. Joining the Trust will allow us to share best practice with other Trust schools, improve staff development opportunities and most importantly, improve the outcomes for our children. If you are successful in this post, you should be aware that your employment will automatically transfer to the Ted Wragg Trust via a TUPE process and further details on this will be shared throughout the recruitment process or as requested.

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)). 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 Applicant Sensitive Information form which will be provided to you.

This post 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.