



Chulmleigh College
Nothing but our best

Executive Assistant Candidate Pack

Closing date: Tuesday 10 November 10am

Interview date: Thursday 19 November



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 six 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 looking for an enthusiastic, well organised and effective Executive Assistant to provide administrative support to the Senior Leadership Team in their responsibilities related to school leadership, administration and management.

We want a team player and someone who has excellent communication and interpersonal skills, dealing with members of the public, staff and pupils in a discreet, friendly and professional manner.

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.



We are looking for someone who:

- Has the ability to communicate effectively.
- Has experience as an effective administrator
- Maintains high levels of confidentiality and discretion
- Is able to work under pressure
- Has a willingness to learn and develop new skills.
- Goes the extra mile.

Neil Payne Headteacher Chulmleigh College
CEO Chulmleigh Academy Trust



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.



As Executive Assistant to the Executive Leadership Team you will work within a varied and fast-paced environment. Your administrative skills, ability to prioritise and interpersonal skills are vital in assisting in the smooth day to day running of the College. No day is ever the same, and a willingness to adapt and an ability to remain calm and collected at all times are imperative.

The Senior Leadership Team will be reliant upon your efficiency and ability to communicate effectively. They are a supportive and friendly team, working to highly professional standards. The role requires you to maintain the utmost confidentiality at all times, both within and outside of the workplace. The nature of this role requires you to be able to work both independently, and as part of a team. You will be expertly supported and directed by the Academy Trust Business Manager.

As Executive Assistant to the Executive Leadership Team you will be based in the Senior Leadership Team office, and will predominantly be working independently. However, here at Chulmleigh College we pride ourselves on our teamwork, and you will be part of the wider team of Support Staff, working together for the benefit of the College as a whole.

This is both a challenging and extremely rewarding role, in a supportive, hard working, and caring environment.

**Neil Payne, CEO / Head Teacher**

Overall responsibility for the Trust; Teaching, learning and behaviour; Interface with Directors; Improvement Planning; Legal and Statutory Matters; Communications; Appointments; Trust Growth; Governance Structure and Compliance; Matters relating to College Culture; Exams Oversight

**Tina Harrison, Academy Trust Business Manager**

Key Responsibilities:
Admin systems, Budgets and Contracts; Business Development and Continuity; Personnel and Payroll; Performance Management for line management responsibilities; Lead the KS2-3 transition

**Ali Pook,**

Key Responsibilities (Primary):
Standards at each Key Stage; Data and tracking pupils progress; Assessment, recording and reporting; Staff CPD; Staffing within budget; Curriculum Planning

Designated Safeguarding Lead across the Trust

**Abigail Thorncroft, Deputy Headteacher**

Key Responsibilities:
Data and Tracking pupils progress; Assessment, recording and reporting including public exams; Staff CPD at CCC; Timetable and Curriculum; Year 11 Oversight; Curriculum Cross-phase working; Performance Management;

**Claire Fallow, Estates Manager**

Key Responsibilities (Trust):
Catering; Premises; Health and Safety and Risk Management; Statutory Maintenance and Inspection; ICT Strategy; Liaison with community; Strategic management of the Sports Hall; Performance Management; Data Protection



Job Title: Executive Assistant

Status: Permanent, part time, 30 or 37 hours per week, 8.30am to 4.30pm, 39 weeks per year

Grade D: £14.36 to £15.31 per hour

Start Date: As soon as possible

Job Purpose

Main Duties & Responsibilities

The post holder is responsible for providing proactive, executive support to members of the Senior Leadership Team by delivering a comprehensive, highly effective and confidential administrative support service.

- To provide proactive executive support to the Senior Leadership Team, to include diary management.
- To provide a confidential and professional liaison service with key internal and external stakeholders, visitors, staff members and other persons, agencies or organisations.
- To provide a professional reception service to the Senior Leadership Team.
- To actively participate, support and attend College wide events, as required.
- To support the Executive Senior Leadership Team in their responsibilities related to school leadership, administration and management.
- To process correspondence, reports, agendas, minutes, as appropriate.
- To draft more complex correspondence on behalf of the Executive Senior Leadership Team.

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- To undertake specific project work on behalf of the Executive Senior Leadership Team, including bid writing.
- To compile the annual College Calendar of events.

Main Tasks

- To maintain and manage up-to-date accurate electronic diaries for the Executive Senior Leadership Team.
- To monitor and keep track of key work deadlines including College policies and procedures.
- Using own initiative, prepare briefing reports, presentations and other documentation/information on behalf of the Executive Senior Leadership Team.
- To develop and maintain efficient systems for dealing with and prioritising correspondence (incoming mail /emails / phone calls).
- To produce agendas and take minutes for a variety of meetings.
- To act as first point of contact for the Executive Senior Leadership Team and deal effectively with enquiries using own initiative to avoid escalation of non-complex issues.
- To support additional members of the Senior Leadership Team, 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.

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.

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.





Person Specification

Attribute	Essential	Desirable	Method of Assessment
Experience	- Substantial experience as an effective administrator - Working in a supportive role - Working in an office environment - Dealing with the general public - Maintaining high levels of confidentiality and discretion	Previous work in schools- either paid or voluntary	R
Practical Skills	- Good organisation and an ability to prioritise - High level of IT skills - Excellent self and time management skills - Ability to organise own workload - Ability to work to strict deadlines - Ability to organise meetings	- Experience of collating information to produce agendas - Accurate record keeping, information retrieval and dissemination of data/documents - Ability to organise events	I
Communication	- Good literacy skills - Excellent telephone manner - Ability to communicate effectively, orally and in writing, with a wide range of people - Ability to keep accurate concise minutes of meetings and to follow up action points - Good active listening skills		I
Personal Qualities	- Able to work under pressure in a busy environment - Self-motivated and able to show initiative - Ability to deliver work within clearly defined deadlines - Ability to work effectively with others - Ability to work as part of a team - Flexibility - Trustworthiness and integrity - An enquiring mind	Ambassador for the school	R/I
Technology / IT Skills	Highly efficient in using Microsoft Software	Knowledge of SIMS	R
Education and Training	Minimum of Numeracy and Literacy qualifications to GCSE level	Be able to produce evidence of relevant personal and professional development	AF
Equal Opportunities	Chulmleigh Academy Trust and its staff have a statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties	AF: Application Form I: Interview R: Reference	



Chulmleigh College

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.

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Grade D: £14.36 to £15.31 per hour

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Interview date: Thursday 19 November

Start date: As soon as possible

If you have any questions please email: personnel@chulmleigh.devon.sch.uk or call 01769 580215.

Chulmleigh College, Chulmleigh, Devon, EX18 7AA



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