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Chulmleigh College

Nothing but our best

Pupil Support Administrator

Candidate Pack

Closing date: Monday 7 December 10am

Interview date: Tuesday 15 December

Chulmleigh Academy Trust

COMPASSION AMBITION TEAMWORK

A Very Warm Welcome



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

The successful candidate 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 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 an enthusiastic, organised and friendly person to join our committed and hardworking Pupil Support Team. The successful candidate will provide pastoral support to pupils and act as a contact for SEND and safeguarding administration. This is an important role within the Academy, and we are seeking an individual who is committed to improving the experience of education for our pupils.

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 teach in.

N Payne

Neil Payne
Headteacher Chulmleigh College
CEO Chulmleigh Academy Trust

We are looking for someone who:

- Has excellent interpersonal and communication skills
- Is flexible and organised
- Has a caring and friendly personality
- Has good working knowledge of Microsoft Office
- Is a team player whilst having the ability to work independently
- Has a willingness to learn and develop new skills
- Understands the need to maintain high levels of confidentiality and discretion
- Goes the extra mile.

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Chulmleigh College

About Our School

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.

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Pupil Support

Chulmleigh Academy Trust

We are looking to appoint an enthusiastic, organised and friendly person to join our committed and hardworking Pupil Support Team. The role is pivotal to the orderly running of many school processes. No two days are ever the same, and in offering pupil facing work alongside administration, it is extremely rewarding.

You will be based in the Pupil Support Office, a dynamic space that is used for mentoring, behaviour intervention and a safe space for more vulnerable pupils. You will work alongside teaching staff, Heads of Keystage and Senior Leadership who each take a turn on duty. Your role will provide an essential sense of continuity between staff duty handovers and you will have an oversight of the tasks to be actioned each day.

Working in a school is different to any other environment, and all that we do here is in support of pupils achieving their best. You will be one of the many influential staff members in a pupil's day who help to ensure they are practicing resilience and are ready for their learning.

The role would suit a person with problem solving skills and high levels of organisation. Training in First Aid and use of our internal digital systems (SIMS / Class Charts) will be provided.

This essential role will include:

- Liaising with external agencies such as the School Nursing Hub and Social Prescribing Service
- Notifying pupils of appointments and room bookings in a timely manner.
- Tidy upkeep of the First Aid Room.
- Provision of first aid.
- Administration of medication and accurate record keeping around this.
- Maintaining an up to date record of pupil behaviour points.
- Maintenance of fire registers.
- Provision of administrative support to pupils at the start of the day, first break and lunchtime. Common requests include printing timetables, provision of spare uniform, issuing food slips and temporary bus passes.









COMPASSION AMBITION TEAMWORK

Chulmleigh College

Job Description

Chulmleigh Academy Trust

Job Title: Pupil Support Administrator
Status: Permanent, 35 hours per week x 39 weeks per annum
Start Date: January 2027

Job Purpose (including main duties and responsibilities

Main Accountabilities

- To support the administration of Early Help, as directed by the Assistant Headteacher.
- To provide administration for record keeping, behaviour, medical incidents and reintegration meetings.
- To provide triage and First Aid treatment, as required.
- To create and update medical health care plans and act as point of liaison for the School Nurse and Police liaison.
- To coordinate work to be sent home for medical or excluded pupils.

Main Tasks

- To provide administrative support to the Assistant Headteacher.
- To receive and supervise pupils excluded from, or otherwise not working to, a normal timetable.
- To provide triage and First Aid treatment, as required.
- To coordinate school nurse appointments.
- To provide back up support for the Attendance Officer.
- To provide back up support for the cover role.
- To collate work for pupils not in school.
- Overview of sanctions on Class charts, provide reports and coordinate detentions.
- To be the point of contact for mentors.

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 and 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.

Co-operate with the employer on all issues to do with Health, Safety & 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.



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Person Specification

Chulmleigh Academy Trust

Attribute	Essential	Desirable	Method of Assessment
Experience	• Experience as an effective administrator • Working in a supportive role • Working in an office or school environment • Dealing with the general public • Maintaining high levels of confidentiality and discretion	• Previous work in schools- either paid or voluntary	R / AF
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	• Accurate record keeping, information retrieval and dissemination of data/documents • Experience in creating and updating medical health care plans • Recent First Aid training	I Task
Communication	• Good verbal and written communication skills for dealing with parents, pupils, teachers, directors and outside agencies • Excellent telephone manner • Ability to keep accurate concise minutes of meetings and to follow up action points • Good active listening skills		AF / 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		I / R
Technology / IT Skills	• Efficient in using Microsoft Software	• Use of SIMS programme	R
Education and Training	• Good standard of education to GCSE or equivalent	• 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

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How to Apply

Chulmleigh Academy Trust

Please complete the online application form available here.

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

Status: Permanent, 35 hours per week x 39 weeks per annum

Closing date: Monday 7 December 10am

Interview date: Tuesday 15 December

Start date: January 2027

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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