



Part of the
**Ted
Wragg** TRUST

Exmouth Community College

Receptionist/Administrator

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

NJC Grade C SCP 5-7
Actual salary £16,774.49

Hours

27.5 hrs 4 days a week / 40
wks per yr

Location

Exmouth, Devon

Required from

As soon as possible

Closing date

31st May 2026

Interviews

w/c 8th June 2026

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

Receptionist/Administrator

Job Description

Purpose of the role

To provide a high quality, pro-active and professional administrative service across the College as well as undertaking receptionist duties, across both sites. Acting as the first port of call for visitors and telephone enquiries. Whilst members of the team might have specific responsibilities, you will work as part of a larger administrative team supporting a number of key areas across the College. This is a varied and interesting post in an extremely busy College.

Key Responsibilities

Receptionist duties;

- Provide a high standard of professional and welcoming reception service.
- Up-hold and adhere to the Academy's safeguarding protocol.
- Ensure all visitors and students sign-in using the correct procedure.
- Maintain both paper & electronic records as required.
- Manage incoming telephone calls by channeling to appropriate departments/teams or by recording detailed messages to be relayed appropriately and accurately.
- General housekeeping of all documentation held at reception.
- Monitor the relevant reception email inboxes and proactively deal with internal and external queries.
- Maintain presentation of the reception area and ensure an excellent level of customer service is adhered to at all times.
- Ensure that strict confidentiality is maintained at all times in relation to the college's work.



Key Responsibilities

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.
- 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.
- Where appropriate, pro-actively pickup work from other team members to support workload. □ Any other duties commensurate with the grading of the post.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Physical demands and working conditions

Normal Office environment.

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	Essential	Desirable
Qualifications		
GCSE (or equivalent) in English and Maths / NVQ3/A Level in a relevant discipline or an equivalent level of knowledge and experience.	X	
Experience		
Working effectively within a school environment		X
Administrative experience in an educational setting		X
Skills and Knowledge		
Organised, able to prioritise workload and meet deadlines while maintaining accuracy under pressure	X	
Good knowledge of ICT	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 clearly with people at all levels in a professional and sensitive manner	X	
Awareness and understanding of data protection and confidentiality	X	

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



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 it 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



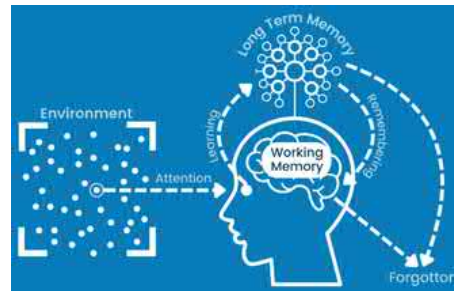
Thrives in a complex system



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:

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



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.

