

## Job Information Pack

Vacancy Title:

### **Receptionist (job share)**

*19 hours per week to be worked:*

- *Wednesdays 8.15am-12.15pm*
- *Thursdays and Fridays 8.00am to 4.15pm with a 30-minute unpaid break daily*

Location:

**Ratton School**

Closing Date:

**Midday on Monday 12 August**

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## Introduction

Welcome to Ratton School, nestled within the vibrant community of Eastbourne and part of the South Downs Learning Trust educational family! At Ratton School, we believe in fostering an environment where every individual is empowered to thrive and succeed. Our commitment to excellence in education is matched only by our dedication to creating a supportive and inclusive workplace culture.

As a member of the South Downs Learning Trust, you'll be joining a collaborative network of schools united by a shared passion for education. We value the diverse talents and skills of all our team members, recognising that each individual brings a unique perspective and contribution to our collective mission.

At Ratton School, we are committed to providing outstanding education and creating a positive learning environment for our students. Our aim is not only to impart knowledge but also to instil a love for learning and empower our students to reach their full potential. As part of our team, your role will be instrumental in shaping the future of our students, helping them to become confident, curious, and compassionate individuals ready to make a positive impact on the world.

We believe in investing in our staff and providing opportunities for professional growth and development. Whether you're a seasoned educator or just starting your career, you'll have access to ongoing training, support, and mentorship from our experienced leadership team. We recognise the importance of work-life balance and offer a range of benefits and perks to support the well-being of our staff.

Join us on this exciting journey in education and become a valued member of our collaborative network dedicated to shaping young minds and fostering a culture of lifelong learning. Together, we can make a difference in the lives of our students and in the communities we serve.

We eagerly await your application and the opportunity to welcome you to Ratton School and the South Downs Learning Trust educational family!

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## LETTERS FROM SCHOOL LEADERSHIP

### Letter from the Executive Headteacher

Dear Applicant,

I am delighted to extend a warm welcome to you on behalf of South Downs Learning Trust. As the Executive Headteacher, I take immense pride in our commitment to excellence in education and in nurturing a culture of collaboration among our staff and students.

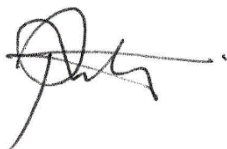


South Downs Learning Trust is dedicated to providing outstanding education and creating a supportive and inclusive work environment. We believe in the power of education to transform lives, and we are excited to welcome individuals who share our vision.

Your role within our trust, whatever it may be, will be instrumental in shaping the future of our students. We value the dedication, passion, and commitment of our staff members in creating a positive and inspiring educational experience.

I encourage you to explore the opportunities within our trust and consider joining us in our mission to empower students and prepare them for a bright future.

Yours sincerely,



Paul Murphy  
Executive Headteacher  
South Downs Learning Trust

## LETTERS FROM SCHOOL LEADERSHIP

### Letter from the Headteacher

Dear Applicant,

I am writing to you as the Headteacher of Ratton School, a proud member of South Downs Learning Trust. Our school is dedicated to providing an exceptional education and creating a positive and inspiring learning environment for our students.



The contributions of our staff members are vital in shaping the educational experience we offer. Whether you are considering a role in teaching, administration, support, or any other capacity, your dedication and passion can make a significant impact within our school and trust.

At Ratton School, we believe in fostering a warm and inclusive atmosphere, and we value individuals who share our commitment to educational excellence.

Thank you for considering Ratton School and South Downs Learning Trust as your potential workplace. We eagerly await your application and the opportunity to work together in providing an exceptional education to our students.

Yours sincerely,



Gavin Peevers  
Ratton School Headteacher  
South Downs Learning Trust

## How to apply and important dates

To embark on this exciting opportunity, access the application form via [Vacancies | Ratton School](#) Once completed, send the form to Lorraine Barrow, Trust Executive Assistant, at [lbarrow@ratton.co.uk](mailto:lbarrow@ratton.co.uk) before the specified closing date.

For those using the TES or Gov.UK platforms to apply, you may also use the forms available there. Please be aware that we do not accept CVs; therefore, kindly follow the specified application routes. Additionally, all applicants must have the Right to Work in the UK to be eligible for the role. If you submit your application via CV or if you do not possess the Right to Work in the UK, your application will not be considered.

**We urge early submissions, as we actively review and consider applications upon receipt. There's a possibility of appointments being made before the deadline, so prompt action could be the key to securing this role.**

Terms of employment	
Grade	LPS SS Local Pay Structure, Grade 4, points 9-10 starting on £23,114 (pro-rata as term time only), pay award pending
Actual Salary	<b>£10,524.63 (£877.05 gross per month), pay award pending</b>
Hours	19 hours per week to be worked Wednesdays 8.15am-12.15pm + Thursdays and Fridays 8.00am to 4.15pm with a 30-minute unpaid break daily
Contract	Permanent and term time only
Deadline and interview dates	
Closing Date:	<b>Midday on Monday 12 August</b>
Interviews:	<b>Monday 19 August</b>

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## Details of the Role

### Join Our Team at Ratton School - Exciting Opportunity for a Receptionist!

Are you a dynamic individual seeking a fulfilling role in a vibrant educational setting? Ratton School is looking for a dedicated Receptionist to work on a term time only permanent job-share basis (Wednesdays/Thursdays/Fridays) to be the welcoming face of our school and contribute to the smooth running of our administrative processes. As the first point of contact, you'll play a crucial role in creating a positive and professional atmosphere.

#### Why Join Ratton School?

- **Supportive Environment:** Be part of a collaborative and friendly team.
- **Professional Growth:** Access opportunities for personal and professional development.
- **Impactful Role:** Contribute to the success of our school.

As our Receptionist, you will handle inquiries, manage telephone calls, assist students, and ensure visitors follow safeguarding procedures. Undertake bookings, monitor security systems, and provide administrative support.

#### Qualities We're Looking For:

- **Communication Skills:** Excellent verbal and written communication.
- **Problem-Solving:** Ability to handle confidential matters with tact and discretion.
- **Adaptability:** Flexibility to respond to changing demands.
- **Equal Opportunities:** Commitment to working in accordance with Equal Opportunities Policy.

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## Job Description

<b>Job Title:</b>	Receptionist
<b>School:</b>	Ratton School
<b>Grade:</b>	LPS SS Local Pay Structure, Grade 4, points 9-10
<b>Responsible to:</b>	Office Lead

### Main Purpose

To provide a part-time (job-share) receptionist and secretarial service for the school and to ensure appropriate administrative procedures are undertaken. To act as first point of contact with parents/carers, students, agencies, governors, staff and all visitors to the school.

### Main Tasks

- To deal with enquiries, answering telephone and relaying messages to staff and students.
- To deal with student enquiries at the student reception hatchway.
- To ensure all visitors are signed in at reception and a visitor pass issued and rigorous safeguarding procedures are followed.
- To undertake bookings for various meeting rooms
- To ensure the security system and visitors accessing reception is always monitored and using appropriate back up support systems if required.
- To sort incoming mail and franking and despatch of outgoing mail.
- To word process and produce school documentation required by staff and departments as directed by Office Lead
- To create Excel spreadsheets as required by staff and departments as directed by Office Lead
- Supervise the student receptionist and direct their work.
- Liaise with staff, parents/carers and external agencies as appropriate, sharing information as directed and ensuring local procedures are followed.
- To photocopy and reproduce documents as and when required.



- To deal with all confidential matter with tact & discretion
- To carry out the above duties in accordance with Equal Opportunities Policy.

*This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.*



## Person Specification

### Essential key skills and abilities

- Word processing skills
- Ability to effectively organise own workload.
- Ability to accurately input and check computer data.
- Ability to communicate effectively.

### Essential education and qualifications

- Educated to GCSE level or equivalent.

### *Desirable:*

- NVQ in Business Administration

### Essential knowledge

- Working knowledge of MS Office (in particular, Outlook, Word and Excel)

### Essential experience

- Use of office systems.

### Essential personal attributes

- Good interpersonal skills.
- Ability to work in a team.
- Commitment to improving personal performance and supporting that of the school.

## WHY CHOOSE SOUTH DOWNS LEARNING TRUST?

### Staff Benefits

- A comprehensive induction programme for new staff to our academies.
- On-going investment into your career development through appropriate CPD.
- Support and mentoring by a strong Senior Leadership Team and other experienced leaders.
- Access to the Bike 2 Work scheme allowing up to 42% discount on the cost of bikes and equipment.
- Full use of an employee assistance programme supporting wellbeing.
- Free breakfast of bagel/cereal/porridge/tea/orange juice.
- Staffroom with complimentary tea and coffee.
- Subsidised membership of Benenden Healthcare (affordable alternative to private health insurance).
- On-site parking.
- Free Breakfast Club/After School Club place for trust staff children at Ocklynge Junior School.

### Miscellaneous Leave (see *Special Leave of Absence Policy* or full details)

- 1 day of paid leave to move house.
- Up to 3 days paid leave per academic year for dependents care.
- Up to 5 days paid compassionate leave per academic year.
- 1 day of unpaid leave to attend significant events eg graduation ceremony for a child or wedding of a close family member.
- Reasonable paid leave to attend selection interviews for jobs.
- Teaching staff undertaking professional duties in connection with external examinations may take paid leave under the arrangements contained in Appendix 2 of the Conditions of Service for School Teachers in England and Wales.
- Jury service.
- Paid time off for health appointments (where only available during normal working hours).
- Paid time off to attend antenatal care.
- Maternity/paternity/adoption.

### **Application Procedure**

Your application is pivotal, as the information you provide will influence whether you are shortlisted for an interview. The following guidance is designed to assist you in completing it effectively. This is part of our commitment to ensuring equal opportunities for job applicants. SDLT wholeheartedly supports the principles of equality and diversity in employment and service delivery. We aim to encourage, value, and manage diversity, recognising that talent and potential are distributed across the population. Promoting equality of opportunity has moral and social reasons, and it is also in the best interest of this organisation to recruit and develop the best people for our jobs from as broad and diverse a pool of talent as possible.

Please note that we do not accept CVs.

Early application is encouraged as we reserve the right to consider applications on receipt and to appoint before the deadline.

### **Personal Specification**

The person specification is the list of criteria or requirements needed for the post. To be shortlisted, you have to fulfil each of the essential points, demonstrating your abilities by giving examples. The strongest applications will detail how candidates meet all of the criteria with examples, including drawing on previous experiences and transferable skills. Remember that voluntary work or work at home can be as valuable as paid employment.

### **Appointment Process**

- 1) Suitable applicants will be shortlisted for an interview. Shortlisted applicants should note that online searches may be done as part of due diligence checks.
- 2) If you are successful, you will receive an email inviting you to attend an interview. It is therefore important that you give us your email address.

### **Pre- Employment Checks**

The successful applicant will be required to:

1. Provide details of two referees who know you in a professional capacity, one of whom must be your current or most recent employer (for teaching staff, this includes the Headteacher or mentor at your placement if you are still training). It is our usual policy to take up references before the interview where

possible. Employment is conditional on these references being deemed satisfactory.

2. Provide proof of all relevant qualifications (GCSEs and A levels or equivalent), degree and teaching qualifications.
3. Provide proof of eligibility to work in the UK.
4. Undertake an Enhanced Disclosure and Barring Service check and receive clearance. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered 'spent'.
5. Complete a Health Declaration form

### **Conditions of Service**

Employment is subject to a number of pre-employment checking procedures – these are given above. For teaching staff, this post is also subject to the School Teacher's Pay and Conditions Document and the Condition of Service for School Teachers in England and Wales known as the Burgundy Book. The professional standards for teachers will also apply.

The job description may not necessarily be a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder.

### **Salary**

Teachers, whether full or part time, will automatically be a member of the Teachers' Pension Scheme unless they elect to opt out.

### **Visa Sponsorship**

We do not hold a sponsor licence, so we are unable to employ applicants who do not have the right to work in the UK.

### **Policy on Equal Opportunities**

SDLT is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. Our trust schools oppose any form of discrimination against any individual or group and welcome the inclusion of a diversity of individuals from many races and cultures. Discriminatory behaviour based on race, colour, culture, nationality, gender, sexual orientation, disability, or religion will not be tolerated.

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### **Safeguarding Notice**

South Downs Learning Trust and all our academies adhere to all the national and local policies and guidance regarding Safeguarding Children and Young People. We are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people. We expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check.



## Living and working in **Eastbourne**

### **Discover Eastbourne: A Vibrant Hub for Work and Leisure**

Nestled in the heart of the South East, Eastbourne presents an enticing blend of history, modernity, and natural splendour. Known for its rich cultural heritage and recent urban revitalisation, Eastbourne is a town that captivates residents and visitors alike.

### **Rich Culture and Natural Beauty**

From the iconic Beachy Head to the town's historical treasures, Eastbourne offers a vibrant tapestry of cultural activities. Recent investments have injected a modern allure into the town while keeping its historical charm intact. More regeneration initiatives are on the horizon, promising further enhancement.

### **Easy Access and Connectivity**

Embraced by a web of travel connections, Eastbourne caters to commuting professionals and day-trippers alike. Journeying to and from Eastbourne is effortlessly convenient. Whether by train—reaching London Victoria in a mere 82 minutes, or a short half-hour trip to the lively Brighton—or via the National Express service directly to London Victoria Coach Station, the town ensures easy accessibility.

### **Effortless Mobility**

Navigating Eastbourne is a breeze, with an array of bus routes offering frequent services throughout the city. The 'Coaster' buses, tracing the scenic seafront and South Downs with multiple stops, including Seven Sisters and Beachy Head, make exploration a delight.

### **Charming Town Centre and Beyond**

Eastbourne's compact town centre, adorned with Victorian and Edwardian architecture, invites leisurely strolls through wide pavements. The surrounding parklands and marshlands further enrich the town's character. Notably, the modern Sovereign Harbour marina provides easy sea access and serves as a gateway to international destinations by sailboat or cruiser.



### A Lively Calendar of Events

Throughout the year, Eastbourne hosts diverse events, with Airbourne standing out as the world's largest free beachfront air show. This four-day extravaganza showcases thrilling displays from the RAF, USAF, and the renowned Red Arrows.

### Highlights that Set Eastbourne Apart

Eastbourne prides itself on numerous accolades and unique offerings, such as its recognition by Time Out as the top UK destination in 2023. Boasting excellent connectivity, a stellar work-life balance against the backdrop of beautiful countryside and pristine beaches, the town cultivates an enterprise culture, fostering a thriving economy and quality jobs year-round.

### Why Eastbourne?

- **Superlative Connectivity:** Access to high-speed internet
- **Picturesque Balance:** Beautiful countryside and beaches for an enriching work-life balance
- **Enterprise Culture:** A collaborative environment driving a successful economy
- **Gateway to Nature:** Proximity to Britain's newest National Park and the nearest to London
- **Acclaimed Events:** Award-winning spectacles like Airbourne and the International Lawn Tennis event
- **Sunny Haven:** Known as the sunniest spot in the UK
- **Varied Demographics:** A vibrant community with a significant population under 30
- **Unique Offerings:** Home to Europe's largest man-made marina, the Grand Hotel, and producing world-class Sussex Sparkling wines

Embrace the spirit of Eastbourne, where work and life harmonise in a setting that exudes charm, innovation, and natural allure.

Sources:

[Eastbourne | Eastbourne Chamber of Commerce \(eastbourneunltd.co.uk\)](https://www.eastbourneunltd.co.uk)

[What is Living in Eastbourne like? - Keytek Locksmiths](#)

[What's it like to live in Eastbourne? - Yopa Homeowners Hub](#)