



## Reception based at Ratton School

Information for Prospective Candidates



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## The Role

**Grade:** LPS SS Local Pay Structure, Grade 4, points 9-10 starting on £19,264 (pro-rata)

**Actual salary:** £13,132 (£1,094 gross per month)

**Hours:** 38.75 hours per week

Monday to Friday 8.00am to 4.15pm with a 30-minute unpaid break daily

**Contract:** Permanent / term time only

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## Deadline for Receipt of Applications

**Midday on Monday 4<sup>th</sup> July**

Interviews will take place on Friday 8<sup>th</sup> July

*Early application is encouraged as we will review applications throughout the advertising period and reserve the right to close the advert at any time.*

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## How to Apply

If you would like to apply for this post please use the application form available at [www.ratton.co.uk/vacancies](http://www.ratton.co.uk/vacancies) which should be emailed to Lorraine Barrow, Trust Executive Assistant, at [lbarrow@ratton.co.uk](mailto:lbarrow@ratton.co.uk) by the closing date. Please remember your supporting statement should set out how your experience to date fulfils the criteria set out in the person specification for this post.

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## Further Information

If you require any further information, please do not hesitate to contact Mrs Comfort, Executive Business Manager, at [tcomfort@ratton.co.uk](mailto:tcomfort@ratton.co.uk) or 01323 514310

*The Trust is committed to follow its safeguarding responsibilities at all stages of the recruitment process. This post is subject to an Enhanced DBS check with the Disclosure & Barring Services and receipt of satisfactory references. Please note that we require evidence of an overseas police check if you have lived or worked abroad.*

## WELCOME LETTER FROM THE HEADTEACHER AND EXECUTIVE HEADTEACHER

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We are delighted that you are considering applying for the post of Receptionist at Ratton School and hope our application pack is clear and informative.

Ratton School became a converter academy on 1<sup>st</sup> of August 2012 and joined with Ocklynge Junior School on the 1<sup>st</sup> of December 2017 to form the South Downs Learning Trust. The aim of our trust is to provide an outstanding educational experience for all students in our schools. We want both schools to retain their own identity whilst working together to support the learning of everyone in the Trust community.

Our aim is to develop a sustainable and exciting educational experience that places our students at the centre of all that we do.

We are looking to appoint a highly organised, articulate and friendly individual to provide a full-time receptionist and secretarial service for the staff and to ensure appropriate administrative procedures are undertaken. You will be the first point of contact with parents/carers, students, agencies, governors, staff and all visitors so will ensure the first impression given is of the highest standard whether in person or over the telephone.

You will have a friendly and confident personality, good spoken and written communication skills, an excellent telephone manner and the ability to stay calm under pressure. In return, we can offer you a pleasant working environment with friendly colleagues and a lot of variety!

The job description and person specification in this pack describe what the post entails and the type of person we are looking for. The person specification contains the criteria that the selection panel will use in the selection process, and they will be particularly interested in the unique qualities that you possess.

We offer an incentive package which includes:

- A comprehensive induction programme for new staff to the academy.
- 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.
- Complimentary breakfast of tea and toast.
- Subsidised membership of Benenden Healthcare (affordable alternative to private health insurance).
- On-site parking.
- Free Breakfast Club/After School Club place for staff children at Ocklynge School.
- Envious setting and extensive grounds.

We look forward to receiving your application and hearing why you believe you have the passion, commitment and talent to join the South Downs Learning Trust.

Paul Murphy  
Executive Headteacher

Gavin Peevers  
Headteacher

## OUR VISION AND ETHOS

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Our Trust aims to providing an outstanding educational experience for all students and children with both schools retaining their own unique identity and working closely together to help develop a sustainable and exciting educational experience that places our students and children at the centre of all that we do.

Weblink for Ratton School: [www.ratton.co.uk](http://www.ratton.co.uk)  
To see the school in action: [https://youtu.be/U0fkj\\_fMGZc](https://youtu.be/U0fkj_fMGZc)



The vision of 'achieving excellence' is underpinned by six virtues:

**Compassion** – Showing kindness and caring for other people and the environment.

**Respect** – Acting with respect to others both in and out of school. Valuing diversity and avoiding discriminatory language.

**Creativity** – Being curious about the world, solving problems and asking thoughtful questions.

**Teamwork** - Achieving together by working as part of a team. Understanding that we all have to do our fair share and get along with different people.

**Effort** - Putting effort into all aspects of school life. Demonstrating resilience when faced with a challenge.

**Responsibility** - Taking responsibility by being in the right place, at the right time, doing the right thing.

Based on this vision and these virtues we tirelessly strive to ensure that:

- Students are happy and confident.
- Students develop their potential.
- We provide for students' wellbeing.
- Teaching is outstanding.
- There is a powerful community spirit and bullying is prevented.
- Communication between school and home is excellent.
- Discipline and values are strong.

# RATTON SCHOOL CULTURAL FIT STATEMENT

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## **Compassion**

- We believe that you cannot just wish teachers and students to be better you must create the conditions for them to grow.
- We believe that you should show kindness and caring for other people and the environment.

## **Respect**

- We believe that putting staff first is the best way to serve the needs of students.
- We believe you should act with respect to others both in and out of school.

## **Creativity**

- We believe an evidence-informed approach to teaching and learning helps us identify what works best in the classroom.
- We welcome diverse ideas to problem solving.

## **Teamwork**

- We believe in a culture of the possible, where we can all make progress beyond what anyone, including ourselves, could have imagined.
- We believe we can achieve together by working as part of a team.

## **Effort**

- We believe hard work is the key to success for staff and students.
- We believe you should put effort into all aspects of school life. Demonstrating resilience when faced with a challenge.

## **Responsibility**

- We believe that we all have a professional obligation to improve as teachers.
- We believe basic literacy and numeracy are essential to students making good progress.

## RECEPTIONIST – JOB DESCRIPTION

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### Main Purpose

To provide a full-time 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.*

## RECEPTIONIST – PERSON SPECIFICATION

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	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
<b>Key Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Word processing skills</li> <li>• Ability to effectively organise own workload</li> <li>• Ability to accurately input and check computer data</li> <li>• Ability to communicate effectively</li> </ul>		Application/ interview
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to GCSE level or equivalent</li> </ul>	NVQ in Business Administration	Application/ interview
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Working knowledge of Microsoft Office (in particular Outlook, Word and Excel)</li> </ul>		Application/ interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Use of office systems</li> </ul>		Application/ interview
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Good interpersonal skills</li> <li>• Ability to work in a team</li> <li>• Commitment to improving personal performance and supporting that of the service</li> </ul>		Application/ interview

## LIVING AND WORKING IN EASTBOURNE AND THE SOUTH EAST

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With 150 kilometres of coastline and acres of countryside, there are thousands of things to do in East Sussex, whether you're a thrill-seeker, a shopaholic, a nature lover or a foodie - and since you're never far from London, the capital's delights can play a part very easily.

The South East is one of the most desirable places to live in the UK and is home to a number of vast National Parks, including the New Forest, a 500 square kilometre forest where wild ponies roam, the South Downs, the Seven Sisters Country Park and the Ashdown Forest. 300 kilometres of beautiful coastline run from Southampton all the way round to North Kent, varying from buzzing Brighton to sleepy fishing ports, via



the striking snow-white chalky cliffs of the Isle of Wight and Dover with Eastbourne being a very good base to explore the wider region. Find out more about it [here](#).

Eastbourne is steeped in history while recent investments (and more regeneration on the way) gives the place a gleaming modern charm. As such, the ever-popular seaside town is rich in affordable housing options, top local amenities, and reliable transport connections. Bursting with local colour and serene seaside views, it is nestled between the vibrant city of Brighton and the historic town of Hastings and is a great place to live, ranking number 20 on the happiest place to live in the South East in 2019. It is just an hour

and a half to the centre of London by train and is great for those wanting to have the amenities, employment and culture of London on their doorstep, but who equally want to escape the hustle and bustle and enjoy the fresh air and space of the countryside.

From high street stores, markets and independent shops you will be sure to find what you need and then some. At its centre, the town is bursting with high street classics and is jam-packed with independent businesses dotted around the town, offering a wide range of shops and services including various fashion boutiques, delicatessens, florists, butchers, bakers, interiors and kitchen shops, barbers and hairdressers, gyms and even a couple of country and farm markets.



Eastbourne boasts great recreation potential: at the town's borders is plenty of countryside that's ideal for relaxing strolls. If you are an avid hiker, head to the white cliff trail for a very serene and beautiful hike across the South Downs Way with hilltop views of Beachy Head Lighthouse. Take a trip down memory lane by visiting Eastbourne Pier. This seaside pleasure palace was built in the Victorian era and embodies the spirit of that age.

If piers aren't your thing, you can enjoy an impressive show at Eastbourne Bandstand. This landmark has a sea-blue terracotta tiled roof and plays host to some of Europe's best tribute acts. Every year, the Eastbourne calendar tends to get bigger and better and includes such events as the Aegon International women's tennis at Devonshire Park and the Eastbourne Airshow (held on the seafront), which is free to attend and includes a live music stage and fireworks display.

Eastbourne is also a centre for culture, with the town's local theatres playing host to some of the UK's top talent as well as food festivals, music events and seaside people-watching - it makes for a great day out.

### Top 10 things to do in Sussex

- [Drusillas Park Zoo](#), Alfriston
- [Royal Pavilion](#), Brighton
- [British Airways i360](#), Brighton
- [Harbour Park](#), Littlehampton
- [1066 Battle Abbey and Battlefield](#), Battle
- [Rathfinny Wine Estate](#), Polegate
- [Fishers Adventure Farm Park](#), Billingshurst
- [Borde Hill Garden](#), Haywards Heath
- [Herstmonceux Castle & The Observatory Performing Arts \(Dance and Drama\) Centre](#), Hailsham

Sources: Keytek, Great British Life, Zoopla, visitsoutheastengland, Yopa, World Guides 1

