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**RATTON SCHOOL**  
**JOB APPLICATION PACK**  
**COVER OFFICER &**  
**ADMINISTRATIVE SUPPORT**



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## WELCOME FROM THE HEADTEACHER

Dear Applicant,

I am delighted that you are considering applying for a position at Ratton School, and I hope to receive your application. As part of the South Downs Learning Trust, we are committed to providing a safe and stimulating learning environment for our students, one that empowers them to grow both academically and personally.



At Ratton, we believe in developing young people who are not only well-prepared for further education and the world of work but also equipped with the confidence, creativity and compassion to thrive in any setting. Our dedicated team works together to ensure that every student has the opportunity to succeed and reach their full potential.

We are committed to creating an environment where both students and staff can flourish, and we look forward to welcoming new team members who will help us continue to make a difference to our school community.

We are currently seeking a **Cover Officer and Administrative Support** to join our team. The successful candidate will play a crucial role in managing daily and planned cover arrangements for absent staff, ensuring the effective deployment of resources and the smooth operation of both teaching and non-teaching schedules. This role involves producing cover timetables, liaising with supply agencies and overseeing the performance of Cover Supervisors. In addition, you will provide administrative support for the school's overall operations and help manage resources for supply teachers.

Key responsibilities include:

- Managing cover arrangements for both planned and unplanned staff absences.
- Liaising with supply agencies, negotiating rates and ensuring compliance with school policies and safeguarding requirements.
- Overseeing Cover Supervisors, conducting performance management reviews and providing daily briefings.
- Offering administrative support for various school functions, including maintaining accurate records, managing communications and supporting the business team.
- Ensuring the smooth and efficient deployment of cover staff while maintaining high standards of teaching and learning.
- Managing the school's cover resources, ensuring that all cover-related documentation is maintained in compliance with regulations.

We are looking for a proactive and adaptable individual with strong organisational and leadership skills, along with significant experience in an administrative role - ideally within an educational setting. You should also have the ability to lead a team, effectively manage resources and communicate clearly with diverse stakeholders. Above all, you will be committed to upholding our safeguarding responsibilities and supporting the well-being of all students.

I look forward to receiving your application and to the opportunity to discuss how you can contribute to the continued success of our school.

Kind regards,



Gavin Peever  
Headteacher

## ABOUT RATTON SCHOOL & THE SOUTH DOWNS LEARNING TRUST

Ratton School is a thriving, inclusive secondary school in Eastbourne, East Sussex. We are part of the South Downs Learning Trust, which includes a network of schools collaborating to achieve excellence in education. This partnership enhances the opportunities available to both staff and students, as we share resources, best practices and support for professional development.

As a member of the South Downs Learning Trust, we benefit from the Trust's wide-reaching network, which includes ongoing professional development, access to innovative teaching methods and opportunities for career progression. We pride ourselves on fostering an inclusive and supportive working environment where all staff are valued and encouraged to grow.

At Ratton, we are passionate about nurturing confident, compassionate and creative individuals who are equipped to succeed in all aspects of their lives, both now and in the future.



## OUR VISION & VIRTUES

At **Ratton School**, our goal is to develop caring, confident, and creative students who achieve excellence in all aspects of their learning. Our motto is **“Achieving Together”** – a commitment to ensuring that every member of our school community is supported and empowered to reach their full potential.

We base our work on the following six core virtues, which we believe are key to success in life:

### Compassion

Showing kindness and caring for others and the environment.

### Respect

Acting with respect toward others both inside and outside 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.

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Cover Officer &amp; Administrative Support</b>
<b>Salary:</b>	<b>SS7 points 18-19 (£27,829 - £28,486 gross) pro rata</b>
<b>Hours:</b>	<b>7.00am-1.30pm Monday to Friday (inc a 30-minute unpaid break daily)</b>
	<b>Term time only</b>
<b>Responsible to:</b>	<b>Senior Assistant Headteacher (Operations and Systems)</b>

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### MAIN PURPOSE

To manage daily and planned cover arrangements and ensure effective deployment of resources for absent staff. To maintain the smooth operation of teaching and non-teaching schedules while minimising disruption to students. This includes producing cover timetables, coordinating with supply agencies and ensuring compliance with safeguarding and operational standards. Additionally, the role includes administrative duties as needed to support the school's overall operations.

In addition to their core responsibilities, the post holder will be expected to uphold the safeguarding and welfare of students at all times, in line with school policies and statutory requirements.

### MAIN TASKS

#### Cover Management

- Receive and process notifications of staff absences, ensuring cover is arranged promptly and effectively.
- Use the school calendar and management systems to plan for planned absences, such as training, trips and meetings, as well as unplanned absences.
- Room changes may need to be put in place and communicated to staff.
- Produce and distribute daily cover schedules and communicate responsibilities to teaching staff and supply staff.
- Liaise with supply agencies to arrange external cover when required, including negotiating rates and ensuring compliance with school policies.
- Provide induction and support for supply staff, including verifying identification and safeguarding documentation.
- Monitor and manage the performance and feedback of long-term supply staff, providing feedback to relevant stakeholders.
- Maintain accurate records of cover arrangements, costs and supply staff details for the Single Central Record and finance purposes.

## Team Leadership

- Oversee Cover Supervisors, ensuring the delivery of high-quality lesson cover.
- Provide support and guidance to team members and conduct performance management reviews.
- Lead daily briefings with supply staff and resolve any issues arising during the day.

## Administrative Support

- Provide general administrative support, including data input, correspondence and maintaining information management systems.
- Assist with managing enquiries from parents, staff and external agencies.
- Ensure accurate record-keeping, including attendance, student details and relevant reports.
- Support with other administration tasks as required if time allows as directed from Business team.
- Maintain and organise school resources for supply teachers where required.

## Lesson Cover Supervision – emergency support

- May be required in emergency situations to supervise classes during short-term teacher absences, ensuring students remain engaged and on task.
- Manage behaviour in line with the school's policies and provide feedback on lesson conduct.
- Collect and return completed work to relevant staff members.
- Ensure the appropriate use of resources and IT during lessons.

## General Responsibilities

- Act as a positive ambassador for the school's values and ethos.
- Uphold safeguarding responsibilities, ensuring the welfare of all students.
- Contribute to school improvement initiatives and maintain professional standards.
- Attend relevant meetings, training and school events as required.
- **Promote and safeguard the welfare of children** in your care, ensuring that all safeguarding policies are followed and that any concerns are reported to the Designated Safeguarding Lead (DSL).
- Comply with the school's safeguarding procedures and any relevant guidance from **Keeping Children Safe in Education (KCSIE)**.
- Ensure all interactions with students adhere to the school's safeguarding and behaviour policies, particularly in areas of pastoral support, supervision, or direct student contact.
- Attend safeguarding training and stay up to date with any changes in statutory safeguarding responsibilities.

*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

## Qualifications and Experience

- Minimum of GCSE Grade C (or equivalent) in English and Mathematics.
- Proven administrative experience, ideally within an educational setting.
- Familiarity with IT systems and management information systems (e.g., SIMS or similar).
- Experience in team leadership or managing changing priorities is desirable.

## Skills and Knowledge

- Strong organisational and time management skills.
- Ability to communicate clearly with diverse stakeholders.
- Competence in Microsoft Office and data management tools.
- Awareness of safeguarding responsibilities in an educational context.

## Personal Attributes

- A proactive, adaptable and solution-focused approach.
- Ability to maintain professional relationships and handle confidential information with discretion.
- Resilience and emotional maturity when dealing with challenging situations.
- A commitment to equality, diversity and promoting the welfare of students.

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## Safeguarding Statement

As part of your responsibilities, you are expected to promote and actively support the Trust's policies on safeguarding and child welfare. This includes vigilance in identifying risks, protecting vulnerable individuals and ensuring adherence to safeguarding protocols.

## STAFF BENEFITS & INCENTIVES

At the South Downs Learning Trust, we are dedicated to creating a supportive and rewarding work environment for our staff. We believe in attracting, retaining and nurturing talented professionals who share our commitment to education. To support this goal, we offer a comprehensive range of benefits designed to enhance wellbeing, encourage professional growth and ensure a positive work-life balance.

BENEFIT		DESCRIPTION
<b>Comprehensive Induction Programme</b>		A thorough induction to ensure a seamless transition into your role at Ratton School.
<b>Career Development and CPD</b>		Professional development opportunities tailored to your career aspirations and goals.
<b>Support and Mentoring</b>		Ongoing support from Senior Leadership Team and experienced mentors to help guide your career progression.
<b>Bike to Work Scheme</b>		Salary sacrifice scheme offering discounts on bikes and equipment.
<b>Complimentary Breakfast</b>		Enjoy a free daily breakfast, including a choice of bagels, cereal, porridge and tea.
<b>Employee Assistance Programme</b>		Confidential advice, counselling and support for personal and professional challenges.
<b>Staffroom Amenities</b>		Complimentary tea and coffee available in our staffroom to relax and recharge.
<b>Healthcare Benefits</b>		Subsidised membership with Benenden Healthcare for additional health support.
<b>On-Site Parking</b>		Free, secure on-site parking for staff.
<b>Childcare Support</b>		Free Breakfast Club or After School Club places for Trust staff with children at Ocklynge Junior School.
<b>Exclusive Sports Membership</b>		Discounts at Eastbourne Sports Park to promote physical health and wellness.

## TERMS OF EMPLOYMENT

**Grade:** SS7 points 18-19 (£27,829 - £28,486 gross) **pro rata**

**Actual Salary:** £19,495 to £19,955 gross per annum = £1,625 to £1,663 gross per month

**Hours:** 30 hours per week to be worked from 7.00am-1.30pm Monday to Friday (inc a 30-minute unpaid break daily)

**Contract:** Permanent and term time only

## IMPORTANT DATES

**Closing Date for Applications:** **Midday on Wednesday 23 April**

Ensure your application is submitted by this date to be considered.

### **Important Reminder:**

Early applications are encouraged. We reserve the right to review applications upon receipt and close the advert early if a suitable candidate is found.

**Interview Date:** **Tuesday 29 April**

Successful candidates will be contacted for an interview on or around this date.

## HOW TO APPLY

Thank you for your interest in joining our team at Ratton School. Please follow the steps below to apply for this position:

### **APPLICATION PROCESS**

#### **1. Application Form:**

Access the application form via the **Vacancies page** on our website at [Vacancies | Ratton](#) or alternatively, you can use the forms provided through **TES** or **Gov.UK** platforms if applying via those channels.

#### **2. Submission:**

Submit your completed application form to **Mrs Barrow**, Trust Executive Assistant, at [lbarrow@ratton.co.uk](mailto:lbarrow@ratton.co.uk) before the specified closing date and time.

#### **3. Important Notes:**

- **CVs will not be accepted** in the interest of safeguarding. Applications must be submitted using the designated form.
- Ensure your application addresses the essential **selection criteria** outlined in the job pack, as shortlisting will be based on how closely your application matches these criteria.
- Please provide details of any **employment gaps** within your application.

## PRE-APPOINTMENT CHECKS

As part of our safer recruitment process, the successful candidate will undergo the following checks:

- **Right to Work:**  
You will need to demonstrate the right to work in the UK.
- **References:**  
Written references will be requested prior to the interview stage. Please ensure your referees have accurate contact details and permission for us to contact them.
  - One referee must be your current or last employer.
  - If you work in a school, one referee must be your current Headteacher.
- **Enhanced DBS Check:**  
This role requires an enhanced **Disclosure and Barring Service (DBS)** check, as the position is exempt from the **Rehabilitation of Offenders Act 1974**.
- **Online Searches:**  
Online checks will be conducted for shortlisted candidates as part of our due diligence process to ensure the suitability of candidates for the role.

## SAFEGUARDING AND EQUAL OPPORTUNITIES

### Safeguarding Commitment:

We are committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment.

### Equal Opportunities:

Ratton School is an equal opportunities employer and welcomes applications from all qualified candidates.

