



Ratton School
Park Avenue
Eastbourne
BN21 2XR

Tel: 01323 504011

Email: info@ratton.co.uk



RATTON SCHOOL

EXECUTIVE ASSISTANT

JOB APPLICATION PACK



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WELCOME FROM THE HEADTEACHER

Dear Applicant,

Thank you for your interest in joining the South Downs Learning Trust team, based at Ratton School. As part of our Trust, we are dedicated to providing a safe and stimulating learning environment that empowers students to grow both academically and personally.



At Ratton, we nurture confident, creative and compassionate young people, preparing them not only for further education and work but also for life. Our committed team works collaboratively to ensure every student reaches their full potential.

This role is central to ensuring our Trust runs smoothly and efficiently—it's an exciting opportunity to help shape our impact at a strategic level. We are eager to welcome new team members who will contribute to the ongoing success and positive impact of our Trust and school community.

Kind regards,



Gavin Peevers
Headteacher

ABOUT RATTON SCHOOL & THE SOUTH DOWNS LEARNING TRUST

Ratton School is a vibrant and inclusive secondary school in Eastbourne, East Sussex, proud to be part of the South Downs Learning Trust—a growing partnership of schools united by a shared commitment to educational excellence.

This collaborative Trust structure expands opportunities for both students and staff, fostering innovation, shared expertise, and meaningful professional development across our schools. At Ratton, we are dedicated to nurturing confident, compassionate, and creative young people who are equipped to succeed in life.

ABOUT THIS ROLE

This is an exciting opportunity to play a key role in the strategic and operational success of the South Downs Learning Trust. This role has evolved from the Headteacher's PA position to better support the expanding needs of the Trust and its leadership team. As Executive Assistant, you will provide high-quality administrative, HR and organisational support, helping to ensure the smooth running of the Trust and its schools.

This role is more than a traditional PA role. You will be a key liaison and coordinator, working at the heart of the leadership team to support not only day-to-day operations but also wider Trust priorities and initiatives. From managing complex schedules and recruitment processes to supporting governance, events and safeguarding compliance, your work will have a meaningful impact across the organisation.

We're looking for someone who is highly organised, professional and adaptable, with outstanding communication skills and a genuine interest in education. If you thrive in a fast-paced environment, are confident handling sensitive information and enjoy supporting senior leaders to deliver their best—we would love to hear from you.

Please note this is a term-time plus two weeks position.

OUR VISION & VIRTUES

Our motto, "**Achieving Together**," reflects our commitment to support and empower every member of our school community to reach their potential. We base our work on six core virtues essential for success:

- **Compassion:** Showing kindness and care for others and the environment.
- **Respect:** Valuing diversity and treating others with dignity.
- **Creativity:** Being curious, solving problems and asking questions.
- **Teamwork:** Collaborating effectively and contributing fairly.
- **Effort:** Demonstrating resilience and commitment in all areas.
- **Responsibility:** Being reliable, punctual and doing the right thing.

JOB DESCRIPTION

Grade:	Single Status Grade 9, points 23-25 (£32,030 - £34,188 pro rata, pay award pending)
Hours:	37 hours per week, Monday-Thursday 8:00am-4:00pm and Friday 8:00am-3.30pm
Contract:	Permanent, term-time only + 2 weeks Actual Salary £29,092 gross per annum, £2,424.33 gross per month

Job Purpose

To provide high-quality executive, administrative and HR support to the Headteacher of Ratton School and the Executive Headteacher of the South Downs Learning Trust. The postholder will also support leadership and operational effectiveness across the Trust, ensuring excellent service delivery, safeguarding compliance and professional communication with all stakeholders.

This role is pivotal in supporting the Trust's leadership to maintain and enhance the quality of education and wellbeing across all schools, ensuring excellent outcomes for both students and staff.

Key Responsibilities

Executive & Administrative Support

- Manage the diaries and meeting schedules for the Executive Headteacher and Headteacher, ensuring efficient sequencing and preparation.
- Act as the first point of contact on behalf of the Executive Headteacher and Headteacher, using discretion and professionalism when dealing with staff, parents, governors and external agencies.
- Manage incoming communications, including emails and post; draft and respond to correspondence with accuracy and timeliness.
- Produce internal communications, professional reports, presentations and publications to a high standard.
- Liaise with the Clerk to Trustees and Governing Committees to coordinate governance meetings and follow-up actions.
- Minute key meetings as required.

Events & Visitor Coordination

- Organise school and Trust-wide events, conferences and training days, ensuring they are impactful, well-managed and high quality.

- Welcome external visitors and act as a professional ambassador for the school and Trust, ensuring hospitality arrangements are in place.

Human Resources & Recruitment

- Lead on recruitment processes at Ratton School, including drafting adverts, managing candidate communication and coordinating interview logistics.
- Support Trust-wide recruitment processes and ensure all candidates receive an inclusive and professional experience.
- Maintain up-to-date and compliant personnel files and the Single Central Register in line with safeguarding and audit requirements.
- Provide HR administration in line with Trust policies, including support for staff well-being, induction and retention strategies.

Operational Support & Projects

- Support Trust-wide operational and project-based initiatives in partnership with senior leaders.
- Liaise with Trust administrative colleagues at Ocklynge Junior School, visiting when required
- Provide occasional assistance with exam invigilation during peak periods, if required.
- Demonstrate flexibility to attend meetings and events outside regular hours as necessary.

Safeguarding & Compliance Responsibilities

- Promote and safeguard the welfare of children at all times, following Trust safeguarding and child protection policies.
- Report concerns promptly to the Designated Safeguarding Lead (DSL) or Deputy DSL.
- Keep up to date with safeguarding training and statutory guidance, including Keeping Children Safe in Education (KCSIE).
- Ensure that student and staff interactions are managed appropriately and respectfully in line with Trust behaviour and safeguarding expectations.
- Work in compliance with all relevant data protection and confidentiality policies.

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

- Educated to degree level or equivalent.
- Willingness to undertake ongoing professional development and training.

Knowledge and Experience

- Proven track record in a similar Executive Assistant or senior administrative role.
- Experience supporting senior leaders and handling sensitive or confidential matters.
- Experience in a multi-stakeholder environment and liaison with external agencies.
- Familiarity with safeguarding requirements, including knowledge of child protection protocols and KCSIE.
- Experience working in education or a multi-academy trust (desirable).
- Experience managing governance or compliance documentation (desirable).
- Proficient user of Microsoft Office Suite and general IT applications.
- Confident using school systems such as SIMS (or willingness to train).

Skills and Abilities

- Exceptional verbal and written communication skills.
- Ability to prioritise, manage deadlines and work effectively under pressure.
- Excellent interpersonal skills, with the ability to liaise at all levels.
- Strong judgement, diplomacy and confidentiality in all interactions.
- Excellent organisation and attention to detail.
- Self-motivated, solution-oriented and able to work independently and flexibly.

Personal Qualities

- Friendly, approachable and calm under pressure.
- Tactful, discreet and trustworthy.
- Professional appearance and behaviour at all times.
- Team player with a collaborative attitude and sense of initiative.

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

TERMS OF EMPLOYMENT

Grade:	Single Status Grade 9, points 23-25 starting on £32,030 FTE (pro rata, pay award pending)
Actual Salary:	£29,092 gross per annum (equivalent to approximately £2,424 gross per month)
Hours:	37 hours per week, Monday-Thursday 8:00am-4:00pm and Friday 8:00am-3.30pm
Contract:	Permanent, term time only + 2 weeks
Flexibility:	Occasional attendance on early mornings, evenings and Trust-wide events may be required

IMPORTANT DATES AND HOW TO APPLY

To apply for this role, please submit a completed application form (CVs will not be accepted).

- If you download the application form from our Vacancies page at [Vacancies | Ratton](#), please email your completed form to: Mrs Comfort, Executive Business Manager at tcomfort@ratton.co.uk
- Alternatively, you can apply directly via **TES** or **Gov.UK** platforms.

Closing Date: 4pm Friday 8th August 2025

Interview Date: Wednesday 20 August 2025

Early applications are encouraged. We reserve the right to review applications as they are received and may close the advert early if a suitable candidate is found.

PRE-APPOINTMENT CHECKS

- Right to Work in the UK
 - References (including current or last employer; Headteacher if school staff)
 - Enhanced DBS Check
 - Online searches as part of due diligence
-

SAFEGUARDING AND EQUAL OPPORTUNITIES

- We are committed to safeguarding children and young people. All staff share this responsibility.

- We are actively seeking to build a diverse team and welcome applications from individuals of all backgrounds, identities and experiences.

LIVING AND WORKING IN EAST SUSSEX

East Sussex boasts 150 km of stunning coastline and vast countryside, offering diverse activities for all interests. With close proximity to London, it combines natural beauty with cultural access. National Parks like the South Downs and historic seaside towns like Eastbourne provide an excellent quality of life.

Why Eastbourne?

Eastbourne is a vibrant seaside town with affordable housing, excellent amenities, and reliable transport. Recently ranked the third happiest place to live in Sussex (2024), it offers cultural events, scenic walks and a friendly community.

EASTBOURNE IN PICTURES

Beachy Head Cliffs

The iconic Beachy Head cliffs, with sweeping views of the sea and sky. The chalk cliffs, the highest in England, are one of Eastbourne's most breathtaking sights.



Eastbourne Pier

The historic Eastbourne Pier, a Victorian landmark that extends over the sea. This picturesque pier is perfect for a leisurely stroll or just taking in the views.



South Downs Countryside Trail

The beauty of the South Downs with rolling hills and peaceful walking paths. The South Downs Way is a popular route for both avid hikers and casual walkers, offering panoramic views of the coastline.



Eastbourne Bandstand

The Eastbourne Bandstand, located along the seafront. With its distinctive sea-blue terracotta roof, this bandstand hosts fantastic live music events and adds to Eastbourne's cultural charm.



Local Market Scene

A bustling local market, filled with fresh produce, local artisan goods and friendly vendors. Eastbourne's markets offer a delightful slice of local life, perfect for anyone wanting to experience the town's vibrant community spirit.

