



RATCLIFFE
COLLEGE



Appointment of

MANAGEMENT ASSISTANT

FULL TIME

Encouraging **Big Ideas**

CONTENTS

3

Headmaster Introduction

5-6

About Ratcliffe College

9

The Benefits

11-14

Job Description and Person
Specification

4

Our Mission and Vision

7

Academic Excellence

10

The Role

15-16

How to apply / Ratcliffe Terms

HEADMASTER INTRODUCTION

Welcome to Ratcliffe College.

I am delighted that you are considering applying for a role at our wonderful school. First and foremost, Ratcliffe College is a fantastic place to work. We are blessed with a beautiful physical environment set in almost 200 acres of rolling Leicestershire countryside. Our staff, teaching and non-teaching, work in harness, daily, to provide a safe, secure, and nurturing environment for the children and young people to enjoy. Our collegiality is built on the foundations of the College's Catholic faith, which welcomes everyone with the same universality of warmth and respect, embracing difference and cultivating an authentic community which values everyone equally.

As a Catholic School with a proud Rosminian heritage which has endured since our Foundation in 1847, our aim is to help young people to achieve their greatest potential, guide their intellectual growth, nurture their God-given talents, and inspire them to live in service to others. Together, we aim to develop honest, confident, responsible, and compassionate members of society, based on the educational values of Blessed Antonio Rosmini, inspired by our school motto, *Legis Plenitudo Caritas* or Love is the fulfilment of the Law.

At Ratcliffe College, Christ is very much at the centre of all that we do. So, if our Mission resonates, and you believe you can be happy and thrive here, I encourage you to apply and join our team of staff as we fulfil our Mission.

I wish you all the very best of luck with your application.

Yours sincerely,

Kind regards,



Mr J. P. Reddin,
Headmaster.





OUR MISSION

With Christ at the centre of our learning we:

- Help young people to achieve their greatest potential.
- Guide their intellectual growth, nurture their God-given talents, and inspire them to live in service to others.
- Aim to develop honest, confident, responsible and compassionate members of society, based on the educational values of Blessed Antonio Rosmini.

Our core Rosminian values:

1. Legis Plenitudo Charitas: Love is the Fulfilment of the Law.

Our community recognises each individual as a unique part of God's creation, nurtures in each a sense of dignity and self-worth, and fosters supportive and caring relationships.

2. Rosminian Education pursues the perfection of both human nature and the human person.

Our students' intellect and talents are formed by a broad and balanced curriculum, responsive to and supportive of students' needs and aspirations. Our students' moral integrity is developed through the teaching, celebration and the living of Christian faith.

3. Intellectual integrity leads us to the Truth.

God is the source of all truth. Our staff are encouraged to foster intellectual curiosity, honesty and achievement in their students and within themselves.

OUR VISION

Here at Ratcliffe College, the notion of encouraging big ideas is something that goes right back to our Rosminian heritage also, and it sits firmly at the heart of our school today. Ratcliffe is a place where you are never on your own, someone has always got your back, we believe in bringing people together and supporting their ambitions. We believe that when you encourage a young person to think big, you encourage them to be their very best; both inside and outside of the classroom.

[View our Strategic Development Plan](#)

ABOUT RATCLIFFE COLLEGE

Ratcliffe College is an HMC and IAPS, Roman Catholic, co-educational, day and boarding school for students aged between 3 and 18 years, founded in 1847 by the Institute of Charity (known as the Rosminians).

Whilst Ratcliffe operates as a Catholic school, children are welcomed from other denominations and faiths whose parents feel they can share in, and benefit from, the ethos and environment of the College. The majority of students at Ratcliffe are day students drawn from the local catchment area of Leicestershire, Nottinghamshire and Derbyshire.

Ratcliffe is organised on a Year basis in the Senior School. Individual Year Groups are led by a Head of Year, assisted by a team of Form Tutors.

The Senior Leadership Team comprises:

- **Headmaster**
Mr J Reddin, BSc, MSc, NPQH
- **Senior Deputy Head**
Mr K Ryce, BA, MSc
- **Deputy Head Pastoral**
Mr J Rainer, BA, MA
- **Assistant Head Academic**
Ms J Davis, BA, MSc
- **Assistant Head, Head of Sixth Form**
Mr B Harrison, BA
- **Head of Preparatory School**
Mrs S Minford, BA, MA
- **Deputy Head of Preparatory School**
Mrs M Markham, BMus
- **Director of Finance and Operations**
Mr C Bellamy, HND
- **Director of Safeguarding**
Mr J Masterton

There are circa 300 staff at Ratcliffe College, with the Support Staff Team led by the Director of Finance and Operations.

Boarding Community

Ratcliffe benefits from a vibrant, warm and welcoming boarding community that has long been part of the School's history. All students are encouraged to participate in boarding during their years at school – as full, weekly, part-time or occasional boarders. Its close-knit community of friends and teachers' is a supportive environment where our young people thrive. Boarding at Ratcliffe provides a world of opportunities and benefits to support students alongside their studies, with a wide breadth of trips and boarding activities available during the week and at weekends.

Boarders' are drawn from both the United Kingdom and many other parts of the world, including a cohort of GCSE students (Academy players) who attend as part of our partnership with Leicester City Football Club.

The College also runs several short-term International boarding programmes throughout the year, including 3-4 Immersion taster experiences and annual Summer School delivered by Ratcliffe staff.

All students, boarding or day, are assigned to a Form Tutor who oversees their day-to-day academic and pastoral progress. Boarding students are additionally supervised by the boarding staff team.



We witnessed calm classrooms with engaged students working independently, or in covert huddles.

The Good Schools Guide

The detailed co-ordination and monitoring of boarding arrangements are the responsibility of the Deputy Head Pastoral (Mr J Rainer), with the support of the Housemaster (Mr J Estevez) and Housemistress (Mrs L Webster), all of whom live on site with their families. Whilst the Senior School is divided horizontally into Year Groups, the College community as a whole is cohesive, helped by the fact that the main school building houses a number of subject departments, as well as living and recreational areas.

Co-Curricular Opportunities - The 'Big Six'

The College operates a ten-day timetable of lessons over two weeks, from Monday to Friday (there are no Saturday morning lessons), but many day students remain after lessons have finished to do their prep under supervision or participate in the vibrant co-curricular activities programme. There is also a programme of activities each weekend, including Saturday inter-schools' sports fixtures. Most boarders remain resident in school throughout the weekend, and attend Sunday Mass in the College's beautiful chapel, as well as attending the Boarding Community Trip held every Sunday.

Balancing the academic programme, co-curricular activities provide many opportunities for the students to

participate in wider school life and contribute to their personal development. Sport, Music, Drama, Combined Cadet Force, the Duke of Edinburgh's Award Scheme and Caritas are all extremely popular, in addition to which there is a full and varied programme of lunchtime and after-school activities, together with a variety of Sixth Form clubs on offer.

The quality of the programme is outstanding, and is a significant part of what makes Ratcliffe different or special as a school.

A number of educational day and residential visits annually enhance the educational experience that students receive, while Activities Week in the last week of the Summer Term exemplifies perfectly the College's commitment to educating children for life.

”

Co-curricular offering is the lifeblood of the College. Pupils say they are never bored.

The Good Schools Guide

“





ACADEMIC EXCELLENCE

Ratcliffe students enjoy an excellent all-round balanced education, underpinned by the College's core Rosminian Catholic ethos.

While students at Ratcliffe have a broad range of ability, academic success is strongly encouraged, valued and recognised; indeed, the greatly improved academic standards in recent years have proved popular both with parents and prospective parents, as reflected in the numbers of students applying to join the College.

Ratcliffe College has repeatedly ranked in the top 1% nationally for value added results at A Level.

A Level results achieved in 2024:

- 90% of all A Level grades were A* - C
- 40% achieved A*/A, with a pass rate of 99.5% overall.

Over 90% of students typically achieve their first choice pathway for life after School. This includes students taking up places at Oxford, Cambridge, and other highly selective Russell Group universities; for Medicine, Dentistry and Veterinary Science; and at universities abroad.



ISI Independent
Schools
Inspectorate

Ratcliffe College has been judged 'Excellent' in all areas (ISI Inspection, 2022).

Read the full Inspection Report [here](#).

PLENITUDO



THE BENEFITS OF WORKING AT RATCLIFFE COLLEGE



Virtual Campus
Tour



Free lunch and beverages



Free parking on-site



- 50% Fee Remission
- Contributory Pension Scheme
- 4 x Salary Life Assurance Scheme

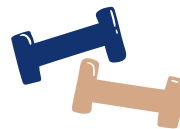


Professional Developmental opportunities



Staff Wellbeing

- Staff Wellbeing Committee
- Free staff social events
- Access to on-site Medical Care
- Access to the School Counsellor
- Free telephone health line for staff and their families



Sport and Leisure

- Free use of the on-site gym (at specified times)
- Leicestershire County Cricket Club family tickets (limited)



MANAGEMENT ASSISTANT

THE ROLE

This role is integral to the smooth day-to-day operation of a busy and dynamic independent Senior School and all-through College. The primary responsibility is to provide high-level secretarial and administrative support to the Senior Deputy Head and the Deputy Head (Pastoral) as their Personal Assistant and to assist in ensuring the efficient running of the Senior School. A key focus of the role is the coordination of major operational events such as maintaining the termly whole-school calendar, administering the EVOLVE system, and supporting key school events including Exhibition Day, Open Morning and public examination results' days.

Basic Terms:

- Hours of Work: Full time, 37.5 hours per week, all year round
- Holidays: 25 days holiday per year (September to August), plus bank holidays, plus the College Christmas closure period
- Please note, all holidays must be taken during College holiday times, in agreement with management
- Salary: c.£30 - £35k (depending on experience)
- Fee Remission: 50% fee remission for eligible students



JOB DESCRIPTION

REPORTING TO: Senior Deputy Head and Deputy Head (Pastoral)

KEY RELATIONSHIPS: Daily contact with the Senior Deputy Head and the Deputy Head (Pastoral).

Working closely with the Headmaster; the wider Senior Leadership Team; the Admissions and Marketing department; the Pastoral Team (including Director of Safeguarding; Heads of Year; Senior Sister); the Academic Team (including Faculty Chairs, Heads of Department; the Assessment and SIMS co-ordinator); the Human Resources department; the Diary Team (including the School Secretary; Activities and Sports Administrator; the Catering Department); Parents; Students

KEY RESPONSIBILITIES:

STRATEGIC

- Act as a trusted sounding board and critical friend for the Senior Deputy Head and Deputy Head (Pastoral) in relation to the areas of responsibility of this role.
- Collaboration through the academic and support staff allowing the post-holder to be visible to all colleagues.
- Support the Senior Deputy Head and Deputy Head (Pastoral) in achieving their departmental objectives within the College's Strategic Development Plan.

ADMINISTRATIVE

As a Personal Assistant:

- Meet the Senior Deputy Head and the Deputy Head (Pastoral) regularly to review and manage, according to their needs, their incoming and outgoing correspondence and their diaries.
- Proofread all external correspondence being sent by or on behalf of the Senior Deputy Head and the Deputy Head (Pastoral).
- Be responsible for scheduling the Senior Deputy Head's and the Deputy Head (Pastoral)'s regular line management and appraisal meetings.
- Arrange appointments with parents for the Senior Deputy Head and Deputy Head (Pastoral), ensuring that there is professional yet empathetic communication with families at all times.

Meeting attendance

- Attend all academic and pastoral meetings, working with the Senior Deputy Head and/or the Deputy Head Pastoral in advance to construct an agenda, circulating the agenda in good time for the meeting, take minutes and share these promptly with colleagues.
- Attend all student voice meetings, working with Heads of Year in advance to construct an agenda, review the agenda with the Deputy Head (Pastoral) in good time for the meeting, share with other colleagues attending the meeting, take notes and share these promptly colleagues.
- Maintain a record of all students who have been involved in student voice meetings
- From the above meetings report any Health and Safety, Maintenance and Housekeeping matters to the Estates Manager (online records).

Student Data

- Analyse the results of whole school student surveys, promptly sharing results with the Deputy Head (Pastoral), the Headmaster and the relevant Head of Year to allow analysis.
- Maintain accurate records relating to behaviour and pastoral matters, including monitoring attendance at School Detentions and ensuring that Heads of Year follow-up absences in a timely fashion.
- To create bespoke reports from the College's Management Information Systems and CPOMS as required in support of the strategic and operational priorities of the Deputy Head (Pastoral).

Operational

- Attend the Communications Working Party, contributing to the strategic and operational direction of whole-school communication.
- Manage the lunchtime and teatime year group rotas in liaison with the Catering Department and Deputy Head Pastoral.
- To keep pastoral posters and documents up to date and ensure these are distributed and displayed correctly, including the preparation, production, issue and revision of Student Planners and the Academic Staff Handbook.

- Maintain the labels on the tutor group trays in the Senior School Common Room in advance of each term and as required throughout the year.
- Maintain the electronic prep registers and maintain back-up prep registers that are paper based.
- Support the preparation for school inspections, being particularly responsible for the set-up of the Inspection Team Base and supporting the wider SLT with any requirements before and during inspections.
- Maintain the charities register.
- Maintain a 'wide-angle' on the day-to-day operations of the school.
- Return census information in a timely fashion to the ISC, CES and DfE.

ACADEMIC EVENTS

- Organise Examination review meetings with the Headmaster and the Senior Deputy Head by liaising closely with the Headmaster's Personal Assistant.
 - Prepare supporting documentation, Department Examination Reports and Department Strategic Plans.
- Organise student/parent academic meetings as required.
- Prepare supporting documentation, ensuring that the members of staff leading the meeting have access to all pertinent academic and pastoral data, including attendance.

New Staff Induction

- Prepare the event with the Senior Deputy Head and Assistant Head Academic.

Talent Scholars

- Following GCSE results, support the Senior Deputy Head in an analysis of the results of existing students and new students.
- Identify the students who meet the criteria to achieve Academic Colours.
- Keep up-to-date and circulate the Talent Scholars documentation.
- Organise half-termly meetings with students whom the Senior Deputy Head mentors.

Academic Calendar

- Support the Deputy Head (Pastoral) in the process of setting term dates for academic years up to three-years hence.
- Along with Assessment and Sims Co-Ordinator, prepare the Academic Calendar a year in advance for review by the Senior Deputy Head and Assistant Head Academic.

OPERATIONAL

Trips and Visits

- Undertake CPD training in the management of school trips and visits and associated software.
- Proactively support the Deputy Head (Pastoral) and the Deputy Head of the Preparatory Schools in their roles as EVCs for the College.
- Lead on the administration of the EVOLVE platform and ensuring that all proposed trips and visits fit within the school calendar.
- Supporting the Deputy Head (Pastoral) in checking that all elements of the School Trips and Visits Policy have been met before these trips and visits depart, particularly through following-up any missing documentation.

Calendar

- Meet the Deputy Head (Pastoral) weekly, usually on the day prior to the Diary Meeting, to review the calendar for the fortnight ahead, ensuring that any amendments to the Calendar that are deemed necessary are made in time for the Diary Meeting.
- Attend Diary Meeting, ensuring that the Deputy Head (Pastoral) has sight of the up-to-date weekly calendar for the meeting.
- Arrange and attend the half-termly Calendar planning meetings, coordinating the construction of the termly Calendar according to the needs of the Senior Leadership Team and other colleagues planning events.
- Meet with the Headmaster to review the termly Calendar before it is published.
- Produce the final termly Calendar in either printed or digital format, according to the needs of the College, ensuring that all stakeholders are aware of the publication.

Rotas

- Support the Deputy Head (Pastoral) in the creation of all rotas essential to the smooth running of the school, including the daily lunch and teatime year group rotas and the staff supervision and duty rotas.

Events

- Support the Senior Deputy Head and Deputy Head (Pastoral) in the planning of Summer Term events by arranging and attending planning meetings between the Deputy Head (Pastoral) with key colleagues and external partners, noting actions and ensuring that there is follow-up.
- Exhibition Day
 - Support the Senior Deputy Head and Deputy Head (Pastoral) with the organisation of the event.
 - Analyse academic and pastoral information to identify who has met the criteria for prizes.
 - Collate and arrange the list of student prize winners, liaising with Heads of Department and other colleagues.
 - Before publication, seek approval of the list of winners from the Headmaster, liaising as required with the Senior Deputy Head, Deputy Head Pastoral and Assistant Head, Head of Sixth Form.
 - Arrange and order prizes, including the ordering of any additional trophies, arranging engraving of trophies, and ordering any individual prizes, such as gift cards.
 - Inform the winners of prizes and their families by letter.
 - Prepare and arrange the printing of the Exhibition Day programme.
 - Any additional tasks as required for the smooth running of this event.
- Support the delivery of Open Mornings by attending these events and co-ordinating student volunteers and associated documentation.
- School photographs
 - Plan whole school photographs on a bi-annual basis.
 - Plan necessary individual school photographs on an annual basis.
- Parents' Evenings
 - Support the Senior Deputy Head in the organisation of parents' evenings, both online and in person.

Due to the sensitive nature of this role, the post holder must always demonstrate a high level of discretion and professionalism.

They must adhere to the College's Safeguarding and Child Protection Policy and play an active role in promoting the welfare and wellbeing of all students.

The postholder will also complete all training requirements expected of them to fulfil the requirements of their role and to work safely within a school.

The exact requirements of this job description are highly likely to challenge due to the dynamic nature of education and the demands of the College's strategic development plans.

Holidays must only be taken outside of the published school term dates, with the Management Assistant available for all INSET, training and results' days.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
EDUCATION/ QUALIFICATIONS	- A-levels or equivalent qualifications. - Excellent literacy and numeracy.	- Degree or professional qualification in administration, education, or a related field. - EVC (Educational Visits Coordinator) training or willingness to complete related CPD.
EXPERIENCE	- Significant administrative and/or PA experience, ideally in a complex and fast-paced environment. - Experience of managing and coordinating diaries, meetings and events. - Experience of working with confidential and sensitive information.	- Experience in an educational setting. - Experience of using school systems such as SIMS, CPOMS, and EVOLVE. - Previous experience in event planning or calendar management.
SKILLS & COMPETENCIES	- Highly organised with the ability to prioritise, multi-task and work to deadlines. - Excellent written and verbal communication skills. - Strong attention to detail, particularly in proofreading and data handling. - Confidence in producing reports and documents to a high standard. - Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint). - Ability to take accurate minutes and manage follow-up actions independently. - Professional and empathetic communication with a range of stakeholders.	- Skilled in data analysis and interpretation for reporting purposes. - Familiarity with school policies relating to trips, events and safeguarding. - Comfortable working with a wide range of internal and external stakeholders
PERSONAL QUALITIES	- Discreet, trustworthy and reliable with a calm, professional manner. - Proactive, solution-focused and able to use initiative. - Able to work collaboratively and flexibly within a team and across departments. - Demonstrates resilience and adaptability in a dynamic school environment. - Committed to safeguarding and promoting the welfare of children and young people.	- An understanding of the ethos of independent education and pastoral care. - A willingness to participate in the wider life of the school.

HOW TO APPLY

1

COMPLETE AN ONLINE APPLICATION FORM & SUBMIT BY 9.00AM TUESDAY, 1ST JULY 2025

[Visit our vacancies page.](#)

Please follow the link above to visit the main vacancies page on our school website. Search for the vacancy you wish to apply for, complete the online application form in full and submit it to us before the closing date.

2

INVITED TO INTERVIEW

Successful applicants who are selected for interview will be notified by email.

Ratcliffe College reserves the right to interview and appoint ahead of the closing date.



RATCLIFFE TERMS

Child Protection

Ratcliffe College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This role is exempt from the Rehabilitation of Offenders Act 1974, and applicants are required to declare all convictions and cautions (including those which are “spent” unless they are “protected” under the DBS filtering rules), in order to assess their suitability to work with children.

For further information, please see the [Recruitment, Selection and Disclosures Policy](#) and [Government guidance, rehabilitation of offenders](#)

The College is also registered for the processing of personal data in accordance with the Data Protection Act 1998. Such checks are required in accordance with the Recruitment, Selection and Disclosures policy and the Data Protection policy. Copies of these policies may be obtained from the Director of Finance and Operations upon request.

The appointment is subject to satisfactory:

- References, of which one must be from a current or most recent employer if not currently in employment
- Disclosure and Barring Service check (including children’s barred list check if appropriate)
- Open source check
- Proof of identity
- Right to work check
- Qualifications check
- Health screening





RATCLIFFE
COLLEGE

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