

Dear Applicant

There has never been a more exciting time to join our Trust and be part of The South Downs SCITT team. I am delighted to attach the details and application form for the position of Executive Assistant and Co-ordinator for the SCITT and thank you for your interest in wishing to join our vibrant and successful community. As this is a role rarely advertised we have included as much detail as we can in the job description to support applicants.

What can Durrington Multi Academy Trust offer you?

- Opportunities to develop in role and promotion for staff with the zest and desire to progress in their career.
- The opportunity to work with amazing trainees and colleagues who are passionate about what they do.
- A happy work environment; relationships are very strong between staff and students.
- Health, well-being and work-life balance are extremely important to us. All staff are part of a health insurance scheme, have access to a range of support from external agencies and a free flu vaccination. We are always reviewing and seeking to add additional benefits for staff.
- A fabulous modern and light working environment on a spacious site with on-site parking and rail and bus links close by.

Why work with The South Downs SCITT?

- The SCITT was rated Outstanding from Ofsted in October 2018
<https://reports.ofsted.gov.uk/provider/41/70365>
- We place great emphasis on staff developing their skills and expertise.
- You will be working alongside people who are at the forefront of educational development nationally and internationally. Durrington High School is proud to have been appointed as one of only thirty two Research Schools nationally.
- Exciting next stage of the SCITT development.
- Hugely varied role; strong interpersonal skills are required as you work with a range of stakeholders; excellent administrative skills and great attention to detail so that our customer service is of the highest quality.

We are seeking a highly organised hard working individual, who is committed to customer service excellence, flexible, adaptable and motivated by challenge. If you enjoy working at pace, being efficient and highly organised, I look forward to receiving your application. Please return the application form with a supporting letter (maximum 2 sides of A4) addressing the following points:

1. **Why you would like to work at The South Downs SCITT**
2. **Explain what your experience to date, skills and qualities are that will make you excellent in this role.**

These points are important so please ensure you do address them.

Closing date: 9am Tuesday 4 May 2021. If you would like to discuss your application or visit us prior to applying please contact agemel@durring.com. Strong candidates may be invited to interview before the closing date.

Please note that, because of the nature of this job, if you are successful in your application you will be subject to an enhanced Disclosure and Barring Service (DBS) with barred lists check. This will be done by means of applying for a DBS certificate through the Disclosure and Barring Service. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.

Yours sincerely

Ms S Marooney
Executive Headteacher/CEO DMAT