



Position: Academy Lettings Assistant

Salary/Hours: Casual Contract
NJC Grade 2 Point 4 (£12.84 p/h)
Casual hours available between the following times
Monday – Friday (4pm – 10pm)
Saturday – Sunday (8am – 6pm)
50% hourly rate enhancement for weekends

Closing Date: 25 November 2025
Early applications are advised.
The Academy reserves the right to close the advert early for the right candidate

Interview Date: TBC



Dear Candidate,

Thank you for your interest in joining us at Bexhill Academy. We are a school that is proud to be part of our local community and we work hard to serve our local families. We are a happy and supportive team and we ensure that the well-being of all staff members is a priority.

Bexhill Academy is part of the Attwood Academies Trust. We are a larger than average secondary school with approximately 1500 students currently on roll. Bexhill is a beautiful seaside town and is best known for the De La Warr Pavilion and being the home to the first British motor race.

We have recently been judged as 'Good' in all areas by Ofsted (June 2025). The school has undergone significant improvement in the last few years and is now in an excellent position to take this improvement to the next level. We have a team of hardworking, dedicated, caring, passionate and talented staff that are committed to Bexhill Academy being the best school it can possibly be. As a staff body we are aligned into providing the very best education and school experience for each and every one of our students. We have high standards throughout and ensure that there is clarity and purpose in everything that we do.

We offer a number of excellent staff benefits for our employees including a comprehensive Employee Assistance Programme (EAP) and a healthcare scheme. The partnership with the Mulberry schools trust, which is a high performing Multi Academy Trust of schools that are based in London. This offers our staff excellent CPD opportunities and offers our students numerous exciting opportunities.

If you are an individual that will be committed to ensuring the best education and school experience for all students, then we would love to hear from you.

We look forward to meeting you.



Dr Craig Neal
Headteacher

Job Advert

We are looking for individuals with a passion for supporting our students and encouraging them to find a desire to learn and be the best that they can be.

The Lettings Assistant will work as part of a team to perform a variety of regular and one-off tasks and duties as directed by their supervisor/line manager. Bexhill Academy is a very successful well-presented, well maintained Secondary School.

Our school is unique, exciting and innovative – our philosophy is inclusive and founded on respect. If you feel this fits with your own value set and you have a track record of leading change, raising standards and you strive for excellence, then this might be just the role for you.

Pre-Application enquiries are encouraged. Please contact recruitment@bexhillacademy.org for more information.

Please see our website www.bexhillacademy.org under 'about us' and then 'recruitment' for more details and to access the application form.

Please note that we do not accept CVs or approaches from agencies. Completed Bexhill Academy application forms should be sent to recruitment@bexhillacademy.org

Bexhill Academy is committed to safeguarding and promoting the welfare of children and young children, therefore all positions are subject to an Enhanced Disclosure and Barring Service check (DBS).

Job Description

Teaching and Supporting at Bexhill Academy

Teachers and support staff at Bexhill Academy make the education of their pupils their first concern. They seek to achieve the highest possible standards in work and conduct, act with integrity and have strong subject knowledge. Through endeavour, they keep their knowledge

and skills as current as possible, remaining at the forefront of pedagogy and educational research.

Post: Academy Lettings Assistant

Accountable to: Commercial Manager

Salary: NJC Grade 2 Point 4

Principal Accountabilities:

Cleaning

Be responsible for ensuring the cleanliness of your designated area and for maintaining high and consistent standards

Take initiative to perform cleaning and tidying tasks that are not specifically contained within the rota but require attention as part of maintaining overall high standards

Liaise with Supervisor, Facilities Manager/team and other members of staff as required to ensure the cleaning rota operates smoothly around both school events and outside lets

Provide cleaning assistance for special events and lets over weekends and holiday periods

Take part in specialist and periodic deep cleans out of hours and during holiday periods

Report cleaning supplies requirements and stock levels to the line manager

Ensure Health & Safety, quality and general procedure compliance

Work as part of a team and support other members of the cleaning team to meet standards and school objectives

Assist the lettings team on occasion with locking up areas and

Report any Health and Safety issues to the Supervisor, Facilities Manager/Team

Security

Ensure the site is secure during cleaning and lettings hours

To be a key holder, ensuring all school premises and associated premises are secure, including the safe locking and unlocking of premises as required

Liaise with police, security and surveillance contractors as appropriate

Provide access to the school site for emergency vehicles when required and be the onsite point of contact for emergency services/relevant stakeholders

Lettings/Out of hours events

Ensure that areas hired are clean and presentable before and after the events.

Under the direction of the Commercial Team assist with the setup of rooms.

Ensure the site security is maintained and escalate any issues or concerns to the Commercial Team/key holder.

Facilities Support

Assist the facilities team with general duties including:

- Leaf collecting
- Jet washing
- Painting and surface preparation
- Basic maintenance

Health and Safety

Ensure adherence to health and safety regulations and provide a safe working environment for all pupils, staff and visitors on the Academy site

Staffing:

Staff Development: Recruitment / Deployment of Staff:

- To take part in the academy's staff development programme
- To work as a member of a designated team and to contribute positively to the team ethos.

Quality Assurance:

To contribute to the quality assurance procedures and policies of the academy.

Management Information:

- To maintain appropriate records and to provide relevant accurate and up-to- date information as appropriate for teaching colleagues/parents and carers and external agencies.
- To be responsible for developing and maintaining personal development records

Communications:

- To communicate effectively with colleagues, the parents of students as appropriate
- Where appropriate, to communicate and cooperate with persons or bodies outside of the school
- To follow agreed policies for communications in the academy

Management of Resources:

- To contribute to the process of the ordering department supplies through the appropriate channel.

Other Specific Duties:

- To play a full part in the life of the academy, to support its distinctive aim and to encourage staff and students to follow this example
- To continue personal development as agreed
- To comply with the academy's health and safety policy and undertake risk assessment as appropriate

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be subject to an Enhanced DBS check.

Person Specification

Criteria	Essential	Desirable
Education		
Qualifications		
Experience	Experience of undertaking a range of cleaning duties	Commercial/educational setting cleaning experience
Knowledge	Some knowledge of Health & Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials. Knowledge of COSHH and the safe use of chemicals. Knowledge of cleaning best practices.	
Skills & Abilities	Ability to work effectively and supportively as a member of the school team Ability to work in an organised and methodical manner Ability to act on own initiative, dealing with any unexpected problems that arise Respect and professionalism Efficiency and discretion	
Personal Qualities	Willingness to clean any area of the school as requested by the supervisor. Willingness to take personal responsibility for the standard of work carried out. Willingness to maintain confidentiality on all school matters Will need to be able to manage some heavy lifting Work as part of a team	

Commitment and other requirements

Willingness to participate in further training and development opportunities offered by the school, to further knowledge

Our School

Creating the Best Opportunities for All

At Bexhill Academy, we strive to create equal opportunities for all our students, ensuring that they have access to the best resources and support to thrive academically and personally. Our inclusive approach celebrates diversity, fostering an environment where students from all backgrounds can learn from one another and develop essential life skills such as empathy, tolerance, and respect. We provide a variety of academic pathways and personalized support systems, tailoring our educational approach to meet the unique needs and aspirations of each student. By nurturing their individual strengths and talents, we equip our students with the skills and knowledge needed to succeed in an ever-changing world.

It's important for us to recognise that the little things matter. Smart uniform, manners, kindness, and punctuality are something we promote within our academy as we feel this embeds a deep sense of pride and self-respect within our students.

In conclusion, Bexhill Academy is dedicated to providing an exceptional educational experience that combines academic excellence, personal growth, and a supportive community. We foster a culture of aspiration, challenge our students to reach their full potential, and create equal opportunities for all. Join us at Bexhill Academy, where we believe in the power of education to transform lives and shape a brighter future.

Wellbeing

We understand that well-being is paramount to academic success. Our school offers a comprehensive well-being program for staff and students that focuses on building resilience, promoting a healthy lifestyle, and equipping us all with the tools to manage stress and navigate challenges. Through a range of extra-curricular activities, student leadership opportunities, and community service initiatives, we actively encourage personal growth, self-discovery, and the development of essential life skills. Our dedicated well-being team provides guidance and support, ensuring that staff and students have access to the resources they need to flourish both inside and outside of the academy.