



**Position:** **Administration Apprentice**  
(Business Level 3 Apprenticeship)

**Salary/Hours:** **£10,334.05 - £16,712.43 (from £7.55 ph to £12.21ph)**  
**35 hours per week, Monday to Friday during term time.**  
Applicants wishing to work 52 weeks per year are welcome and pay will be adjusted accordingly.

18 month contract with permanent employment considered upon successful completion of the apprenticeship.

**Closing Date:** **9am Monday 23 June 2025**  
Early applications are encouraged

**Interview Date:** **WB 30th June 2025**  
The Academy reserves the right to close the process early for a successful early candidate



Dear Candidate

Thank you for your interest in joining us at Bexhill Academy. We are a happy and supportive team where wellbeing matters.

Bexhill Academy is part of the Attwood Academies Trust. We are a larger than average 11-16 mixed school serving the coastal town of Bexhill-On-Sea, East Sussex, with approximately 1500 students currently on roll. Bexhill is seaside town renowned for the De La Warr Pavilion and being the home to the first British motor race!

Working at Bexhill Academy, whether as support staff, an ECT, an experienced teacher or a leader, there is an opportunity for you to work with some passionate, hardworking and inspiring students and staff. The Bexhill community is a very special place and we are privileged to be working in a state-of-the-art building with modern facilities throughout.

At Bexhill Academy, we encourage students to aim high and we support them in pursuing their dreams. We offer challenges to all abilities stretching the minds of the most able to become enquiring and independent thinkers, yet offering support to those who find their studies more challenging.

We offer a number of excellent staff benefits for our employees including a comprehensive Employee Assistance Programme (EAP) and a Healthcare Scheme.

We are partnered with Mulberry Multi Academy Trust in London which has excellent CPD opportunities so we encourage and support progression. There is so much on offer for you at Bexhill Academy.

If you are passionate about your career and what you can offer to Bexhill Academy, we would love to hear from you.

We look forward to meeting you,



Dr Craig Neal

Headteacher

## Job Advert

Bexhill Academy is looking for a dynamic administration apprentice with an appetite to learn and assist our support functions to help deliver excellent student outcomes. This role is an ideal entry level role for someone looking to start their career within a supportive and innovative school.

You will work across several departments including but not limited to Reception, Finance, Human Resources and Reprographics.

This is an exciting time to be part of the Bexhill Academy team. Our Headteacher has clear direction and gets superb support from Governors driving forward focused improvements.

We can offer an environment where you will gain valuable skills to enhance your career

In return, we can offer an environment where you will gain whole school experience and learn much on your journey.

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](mailto:recruitment@bexhillacademy.org) for more information.

Please see our website [www.bexhillacademy.org](http://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](mailto: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

**Post:** Administrative Assistant – Level 3 Business Apprenticeship

**Accountable to:** Human Resources Manager

### Principal Accountabilities:

Working alongside a team of support staff you will be supporting various functions throughout the school based on the level of workload each department has.

A key priority for the role is ensuring that work is completed accurately, efficiently and to an excellent standard.

### 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

### **Apprenticeship information:**

- You will work towards your Level 3 Business Administration qualification over 18 months.
- Training provider - UCAN
- Dedicated assessor to support you through your apprenticeship.
- Nationally recognised qualification
- E-Training – all training will be online. No college or classroom day release is required.

**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
<b>Education</b>	A good level of attendance to all Education settings throughout your academic life.	Higher level education A broad and balanced educational background at level equivalence of level 4 or 5 as a minimum requirement
<b>Qualifications</b>	GCSE passes (or equivalent) for English and Maths	Appropriate additional qualifications
<b>Experience</b>	Previous experience with administrative tasks including answering the phone within a very busy environment.	Previous experience working in a school desirable  Previous experience with administrative work in a school setting
<b>Knowledge</b>	Sound knowledge of customer service Intermediate level within Microsoft Office packages including word, excel and Teams and/or Google equivalent.  Safeguarding in the school environment – Training will be given.	
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Good interpersonal skills</li> <li>• Work accurately, efficiently and to an excellent standard</li> </ul>	



	<ul style="list-style-type: none"><li>● Good organisational skills, able to prioritise</li><li>● Ability to keep calm under pressure</li><li>● Computer literate</li><li>● Confident clear telephone skills</li><li>● Ability to communicate well and clearly at all levels</li><li>● Highly professional demeanour</li><li>● A positive and cheerful personality</li><li>● Effective ICT skills</li><li>● The ability to work as part of a team</li><li>● The ability to use your initiative</li><li>● Be a person of integrity</li><li>● Able to maintain confidentiality</li><li>● An empathetic and caring attitude</li><li>● Ability to be assertive</li><li>● Able to adapt</li><li>● A good sense of humour</li><li>● Emotional intelligence</li></ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>● Neat, tidy professional appearance.</li><li>● Pleasant and friendly manner.</li><li>● Confident approach to varied situations.</li><li>● Excellent telephone manner.</li><li>● Confident to communicate verbally and written.</li><li>● Willingness to develop and attend training courses</li></ul>	
<b>Commitment and other requirements</b>	<ul style="list-style-type: none"><li>● Positive progression and achievement to the apprenticeship certification</li><li>● First Aid at work including mental health first aid. (MHFA)</li><li>● Safeguarding certification essential – Training will be given.</li></ul>	

## 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.