

2026-2027

Finance and HR Administrator

Candidate Briefing Pack

mulberry

Academy Hastings



Welcome from our Principal

Dear Candidate,

Thank you for your interest in joining Mulberry Academy Hastings. Mulberry Academy Hastings is proud to be part of the Mulberry Schools Trust, a group of schools committed to delivering an ambitious, inclusive and high-quality education for every young person. Our shared values place strong emphasis on excellence, opportunity and social justice, ensuring that every student is supported to succeed both academically and personally.

Mulberry Academy Hastings serves a vibrant coastal community and has been on a significant journey of improvement in recent years. Our vision is one of "Ambition for All" — a belief that every young person, regardless of background, deserves access to an excellent education and the opportunity to succeed.

Central to this vision are our core values of Being Here, Respect and Effort. These values underpin our culture and expectations:

Being Here – ensuring students attend, belong and feel part of our school community

Respect – fostering positive relationships and a safe, supportive environment for all

Effort – encouraging determination, resilience and pride in learning

Together these principles help create a culture where students feel safe, supported and motivated to achieve their best.

As part of the Mulberry Schools Trust, colleagues benefit from strong professional networks, high-quality development opportunities and the chance to work collaboratively across schools with a shared commitment to improving outcomes for young people.

We are seeking colleagues who share our belief that every child deserves an excellent education, and who are passionate about making a real difference in the lives of young people. The successful candidate will bring energy, professionalism and a commitment to high standards in both teaching and wider school life.

I hope the information provided alongside the recruitment details encourages you to consider applying to join us during this exciting phase of our development. If you would like to visit the school or have any questions, please do not hesitate to contact us.

Thank you again for your interest in Mulberry Academy Hastings.

Yours sincerely,



Simon Addison
Principal and School Improvement Executive
Mulberry Academy Hastings





A Mulberry education is thoughtfully designed to ensure every student has the best possible opportunity to leave us well qualified, skilled and confident – ready to lead socially, spiritually and economically prosperous lives.

We believe that a great education is a human right and the key to future security, happiness and wellbeing. Yet equality and diversity issues in wider society continue to create barriers for many young people.

A Mulberry education is premised on three under-pinning principles:

- Access to education and the chance to be educated is a human right in a civilised world.
- Education should provide rich intellectual and personal development for individuals and communities of people.
- Education is a public good.

These principles are the starting point for everything we do, including the work of our schools, our governors and trustees, school staff and senior leaders within the Trust. Each of our schools shares a common purpose: support student wellbeing and nurture ambition, creativity and self-determination.

At the Mulberry Schools Trust, our mission is to ensure that every child receives an outstanding education, whatever their starting point. Trustees, staff, students and parents/carers share a commitment to outstanding achievement for all – and we work together to make that a reality.

“My son has had a great secondary school experience. Teachers have supported him in and out of school. I always recommend the school.”

Parent Survey 2025/26

“This is a school where colleagues genuinely support one another. Coaching, collaboration and professional learning are part of everyday practice.”

Staff Survey 2025/26

“Relationships between staff and pupils are warm and respectful.”

Ofsted, 2026



Job Title:	Finance and HR Administrator
Contract Length:	Permanent
Contract Type:	Full-Time, 37 hours per week - Term Time only plus 20 additional days
Salary:	£26,016 (East Sussex Pay Scale Grade 4) – Actual Salary £25,488
School:	Mulberry Academy Hastings
Location:	Rye Road, Hastings
Accountable to:	Academy Business Manager

About the role

We are seeking a highly organised and detail-oriented Finance and HR Administrator to join our school team.

This is a varied and rewarding role supporting both the Finance and HR functions of the school. The successful candidate will be responsible for processing purchase ledger transactions accurately and efficiently, maintaining financial records and supporting financial compliance activities. They will also provide HR administrative support, assisting with recruitment, onboarding, personnel records and safer recruitment processes.

We are looking for someone who is professional, reliable and able to manage confidential information with discretion. The ability to work accurately, prioritise workloads effectively and build positive relationships with colleagues, suppliers and external stakeholders will be essential to success in this role.

You will be joining a school with a strong culture of collaboration, coaching and professional development, where staff are valued and supported to develop their skills and contribute to the wider school community.

Key Responsibilities (not limited to)

Finance Administration

- Process supplier invoices accurately and promptly in accordance with the school's financial procedures.
- Match purchase orders, delivery notes and invoices, investigating and resolving discrepancies where necessary.
- Prepare supplier payments and maintain accurate payment records.
- Reconcile supplier statements and resolve outstanding queries.
- Create and maintain supplier accounts within the finance system.
- Monitor finance inboxes and respond to routine supplier and staff enquiries.
- Assist with monthly financial reconciliations and reporting requirements.
- Maintain accurate filing and record-keeping systems for financial documentation.
- Support the Academy Business Manager with audit requirements and financial compliance activities.
- Ensure all transactions comply with financial regulations, internal controls and school procedures.

HR Administration

- Provide administrative support for recruitment activities, including arranging interviews and preparing recruitment documentation.
- Assist with onboarding administration for new starters.
- Maintain personnel files and electronic employee records.
- Support the administration of DBS checks, right to work checks and other safer recruitment requirements.
- Update HR systems with employee information and contractual changes.
- Assist with monitoring mandatory training and compliance records.
- Support absence recording and reporting processes.
- Prepare routine HR correspondence and documentation as required.
- Assist with maintaining the school's Single Central Record, ensuring all required checks are accurately recorded and up to date.
- Liaise with contractors, agencies, suppliers and other external organisations to obtain safeguarding and compliance documentation, ensuring visitors and regular service providers are appropriately recorded on the Single Central Record.

General Responsibilities

- Maintain confidentiality in relation to financial, employee and school information.
- Act in line with GDPR requirements, ensuring secure handling and disposal of sensitive information.
- Provide excellent customer service to staff, suppliers and external stakeholders.
- Comply with the school's policies and procedures, including safeguarding, data protection and health and safety requirements.
- Contribute to a positive and collaborative working environment.
- Undertake other duties commensurate with the grade and responsibilities of the post.

The duties and responsibilities are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post.

Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder. You may be asked with agreement to carry out paid additional work in periods of school holiday as and when necessary. Other duties as may reasonably be requested by the line manager or senior team.

Knowledge, skills and experience

Qualifications and Experience

Essential

- Experience of financial administration, purchase ledger processing or bookkeeping activities.
- Experience of administrative work in a busy office environment.
- Experience of maintaining accurate records and databases.
- Experience of using finance and/or HR systems.
- Excellent standard of literacy and numeracy.
- Strong working knowledge of Microsoft 365 applications, including Outlook, Word, Excel and Teams.
- Experience of handling confidential information appropriately.

Desirable

- Experience of recruitment administration or HR administration.
- Experience of working within an educational setting.

- Knowledge of safer recruitment processes and compliance requirements.

Knowledge and Skills

- Ability to process financial information accurately and efficiently.
- Strong organisational and administrative skills.
- Excellent attention to detail and accuracy.
- Ability to maintain effective filing and record-keeping systems.
- Good numerical skills and confidence working with financial information.
- Ability to prioritise workloads and meet deadlines.
- Strong written and verbal communication skills.
- Ability to work effectively both independently and as part of a team.
- Good customer service skills and professional communication with a range of stakeholders.
- Competent use of Microsoft Office applications, particularly Excel.

Personal Qualities

- Professional, reliable and trustworthy.
- High level of accuracy and attention to detail.
- Ability to always maintain confidentiality.
- Positive and flexible approach to work.
- Ability to build positive working relationships with colleagues and external stakeholders.
- Ability to work calmly and effectively under pressure.
- Demonstrable commitment to equality, diversity and inclusion.
- Demonstrable commitment to safeguarding and promoting the welfare of children and young people.
- Commitment to continuous professional development.
- Willingness to contribute positively to the wider life of the school.



Recruitment process and additional recruitment information

Closing date: 09 October 2026, 12pm

Interview date: 14 October 2026

Please note that we reserve the right to close this vacancy early should we receive a sufficient number of suitable applications.

Start date: November 2026

Recruitment Process:

Once you have submitted your application, it will be assessed against the criteria in the person specification. If you score well against these criteria, you will then be invited to attend an interview. Details will be made available when selected, but the interview is likely to include:

- Panel interview on various topics
- Written task or activity
- Tour of the school

Special Requirements:

If you require reasonable adjustments prior to your interview, these can be arranged by emailing hr@hastings.mulberryschoolstrust.org

Equality and Diversity:

We recognise the benefits of a diverse workforce. We are committed to eradicating discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference.

References: Before you are invited to interview, we will obtain references from your referees. In order to prevent any delays, please ensure that the reference section of the application form is accurate and completed in full.

Right to work in the UK: Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview, you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

Data Protection: Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Criminal Convictions: All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. List 99 is also obtained on anyone who will be working or coming into contact with children; and must be received by the School before employment can commence.

Why Mulberry Academy Hastings?

We're proud of our people. At Mulberry Academy Hastings, we are building a culture where pupils, parents, teachers and staff work together in the service of our community. When you join our school, you will find a place where you belong and where your work truly makes a difference to the lives of young people.

Working in education is not always easy. We recognise the effort, creativity and commitment our staff bring every day. We value this deeply and show our appreciation by creating a culture where staff are supported to grow, develop and thrive.

Providing talent development opportunities

We want ambitious and talented people to join Mulberry Academy Hastings because they want to make a real difference to the lives of children and young people.

Professional development is central to our culture. All teaching staff benefit from weekly professional development, and each year we dedicate a two-week professional development programme in October. During this time teachers deepen their practice and collaborate on improving teaching and learning, while colleagues in support roles have structured time designed specifically for their own professional development.

We also build coaching into teachers' timetables, ensuring every teacher benefit from regular professional dialogue, reflection and support to continually develop their practice.

As part of the Mulberry Schools Trust, staff benefit from Trust-wide expertise, strong collaboration, and opportunities to grow professionally. The East London Teaching School Hub further enhances this offer, delivering nationally recognised programmes and enabling staff to engage in and contribute to training across all career stages.

Providing a good pension

When you join the Mulberry Schools Trust, you will have access to an excellent pension scheme — either the Teachers' Pension Scheme or the Local Government Pension Scheme, depending on your role.

Offering flexible working

We recognise the importance of balancing work and home life. We consider flexible and family-friendly working opportunities wherever possible, including part-time, term-time and job-share arrangements. At Mulberry Academy Hastings we also design timetables to support staff wellbeing. All teachers receive a weekly PPA sessions scheduled as an afternoon, which can be worked remotely if teachers wish, supporting a healthy work life balance.

Supporting your health and wellbeing

Balancing everyday life with the requirements of work can create pressures for all of us. Work is a significant part of our lives and we are committed to creating a healthy and supportive working environment.

All employees have free access to a 24-hour confidential counselling and wellbeing service, designed to support staff with a range of personal and professional challenges.

Recognising that the autumn term is the longest and most demanding, we restructured our calendar to better support staff wellbeing with a two-week break in October.

Actively promoting equality and diversity

Mulberry Academy Hastings is committed to building an equal, diverse and inclusive community. We want the very best people to work in our school regardless of age, disability, gender, gender identity, race, religion or belief, sexual orientation, pregnancy, family status or marital status. We are particularly keen to receive applications from candidates from historically under-represented and minority groups, helping ensure our workforce reflects the diverse communities we serve.

“Pupils value the support they receive from staff and feel encouraged to succeed both academically and personally.”

(Ofsted, 2026)

“Leaders have created a culture where staff feel supported to develop their practice and improve outcomes for pupils.”

(Ofsted, 2026)



For an informal discussion about this post, more information or to arrange a visit, please contact:

hr@hastings.mulberryschoolstrust.org

Thank you for your interest in the Mulberry Academy Hastings.

We look forward to receiving your application.

**Mulberry Academy Hastings, Rye Road, Hastings,
East Sussex, TN35 5DN**