



Job Title: Reception/Student Services Assistant

Salary: Actual Salary: £22,108 – £22,308
(Grade B)

Hours: 37 Hours/39 weeks (Term time)
(Monday – Thursday 8.00am –
4.00pm. Friday 8.00am – 3.30pm)

Thank you for your interest in joining Marine Academy Plymouth. At Marine Academy Plymouth, we are driven by a clear and ambitious belief: every student who joins us has the potential to succeed and thrive. We are committed to providing a high-quality education that combines academic rigour with a supportive and joyful learning experience. Central to achieving this ambition is a strong and efficient operational team that enables teaching and learning to flourish.

We are seeking a professional, organised and enthusiastic Reception/Student Services Assistant to join our dedicated support staff team. This role is central to the smooth day-to-day operation of the academy and plays a vital part in ensuring a welcoming, safe and supportive environment for students, families, visitors and staff.

As a Reception/Student Services Assistant, you will be the first point of contact for visitors, parents and external agencies, providing a professional and friendly reception service whilst also supporting the effective operation of student services. Duties will include managing enquiries, operating the main reception, supporting attendance and student welfare processes, maintaining accurate records and providing administrative support.

The successful candidate will work closely with students, families, staff and external agencies to ensure that students receive timely and effective support throughout the school day. You will be expected to demonstrate excellent communication and organisational skills, maintain confidentiality at all times and contribute positively to a supportive and collaborative team environment. A commitment to safeguarding, teamwork and maintaining a safe and welcoming environment for children and young people is essential.

Marine Academy Plymouth values professionalism, teamwork and high standards. The Reception/Student Services Assistant plays a vital role in supporting the wellbeing, attendance and engagement of our students, ensuring that they are able to access learning and achieve their full potential. You will be part of a collaborative and supportive team, contributing to a positive working culture and the wider aims of the Ted Wragg Multi Academy Trust. We place a strong emphasis on staff wellbeing and professional development and are proud to be part of a values-driven and rapidly growing Trust with a relentless focus on transforming lives through learning.

Benefits of working at Marine Academy Plymouth include:

- A supportive and collaborative working environment
- Access to high-quality professional development and training

- Clear systems and processes supported by Trust-wide expertise
- Opportunities to work as part of a strong and values-led Multi Academy Trust

To apply and for further information on each of our positions please go to

https://ce0218li.webitrent.com/ce0218li_webrecruitment/wrd/run/ETREC179GF.open?WVID=002975IVaQ

For an Informal conversation about the role please contact: SLT Admin at

SLTAdmin@marineacademy.org.uk

Closing date

Friday 10th July
2026 08:00am

Interview date

Tuesday 14th July

The Ted Wragg Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a number of safeguarding checks including an enhanced DBS check.

We are part of the Ted Wragg Trust, an **ambitious** and **inclusive** trust of schools **strengthening our communities** through **excellent education**.