



Five Islands Academy Receptionist / Administrator



**St Mary's Base, St Mary's, Isles of Scilly
part of The Five Islands Academy**

**The Five Islands Academy is an all-age, multi-site school, serving the communities of
Bryher, St Agnes, St Martin's, St Mary's and Tresco**

All Aboard! Navigating Together

"Hope is an anchor for the soul, steadfast and sure"



Welcome to Five Islands Academy

We have a vacancy on our friendly and busy St Mary's Base for a Receptionist / Administrator. This position would suit someone who has strong organisation, IT and effective communication skills, and who enjoys being at the heart of a school, providing a warm welcome for children, parents and visitors to Five Islands Academy.

Hours:

36.25 hours per week. 38 weeks per year, term-time only.

7.25 hours per day, Monday to Friday. 8.00am - 4.00pm with 45 minutes break/lunch

Flexible working hours may be discussed at interview.

Actual Salary: £22,115.23

Full-time Equivalent Salary: £26,933

Letter from the Headteacher

Dear Applicant,

Thank you for considering joining our team at Five Islands Academy. We are a through-school set in a remarkable island community, where we believe every child is capable of achieving excellence.

As an all-age, multi-site Church of England academy, we serve the five island communities of Bryher, St Agnes, St Martin's, St Mary's, and Tresco. With small class sizes and year groups averaging around 20 students, we provide a supportive and enriching learning environment. Our secondary students, along with most primary students, are based on our St Mary's site, which offers bright, well-resourced spaces for learning. Meanwhile, off-island children learn in small mixed-age bases and join their peers every Friday. Secondary students from the off-islands board at Mundesley House from Monday to Thursday, returning home on weekends.

We take pride in being an inclusive school, where each child is supported to reach their potential. We value original thinkers who approach learning with curiosity and imagination, encouraging innovation and independent thought. Our vision is to navigate together, nurturing inquisitive, collaborative, and inventive global learners with rich knowledge and confident oracy.

In our latest Ofsted inspection (November 2023), we were rated *Good* in all areas, with *Outstanding* for Personal Development. Inspectors recognised that "*pupils develop a powerful sense of community*" through a curriculum and culture that "*expand their horizons and help them keep their options open.*"

I look forward to reading your application.

Best wishes

Rachel Lewin
Headteacher

The Application Process

To be considered for this role, please click the "Apply" button on our [SAM People webpage](#) to submit your online application.

The closing date and time for receiving applications is **Monday 3rd August 2026, at midday.**

Interviews to be held on Week commencing Monday 3rd August 2026 (online).

If you wish to discuss this position ahead of applying, please contact Rachel Lewin, Headteacher: rachellewin@fiveislands.org.

If you encounter any issues with the online application, please contact the Talent Team for assistance at Talent@tpacademytrust.org.

All Aboard! Navigating Together...

We are committed to promoting diversity and inclusion within our Academy community. We are proud to be an equal opportunities employer and actively encourage teachers and support staff from all backgrounds, cultures, perspectives and walks of life to apply to work with us.

We are a Church School, and as such nurture the wisdom of being in balance with doing. Inspired by our powerful Academy values, we appreciate the gifts that are ours and those we have to offer as members of a diverse global family.

The school is committed to safeguarding and promoting the welfare of all our students and all posts are subject to DBS check.

