



Position:

Receptionist

Salary/Hours:

37 hours per week
NJC Grade 2 Point 3 (£24027) pro
rata to term time only + 3 weeks*
£21993 pro rata

*3 weeks work will be condensed into
the working pattern below so no school
holiday work is required

Working on rota between the hours of
7:30am – 5:00pm
Shift 1 - 7:30am – 3:30pm
Shift 2 – 9:00am – 5:00pm
30 minute unpaid lunch break each day

Closing Date:

9:00 am 22nd September 2025

Early applications are encouraged

Interview Date:

26th September 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 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

Bexhill Academy is looking for a dynamic individual with either relevant and/or comparable experience with an appetite to learn and assist our support functions to help deliver excellent student outcomes. Your day to day role will predominantly be on reception but on occasion you will assist across several departments including Reception, Finance, Human Resources and Reprographics.

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

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 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: Receptionist

Accountable to: Facilities Manager

Salary: NJC Grade 2 Point 3 (£24,027) pro rata to **term time only** +3 weeks **£21,993 pro rata**

Principal Accountabilities:

Managing a busy reception desk, ensuring safeguarding and security is paramount, greeting visitors, answering phones and ensuring messages/information are passed to the correct teams and handling administrative tasks.

Working alongside a team of support staff you may support 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

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		Higher level education A broad and balanced educational background at level equivalence of level 4 or 5 as a minimum requirement
Qualifications	A minimum of Grade C at GCSE (or equivalent for English and Maths)	Appropriate additional qualifications
Experience	Customer service Previous receptionist experience desirable Previous experience with administrative tasks	Previous experience working on a reception Previous experience with work in a school setting
Knowledge	Sound knowledge of customer service Basic level within Microsoft Office packages including word, excel and Teams	Safeguarding in the school environment
Skills & Abilities	<ul style="list-style-type: none"> • Good interpersonal skills • Work accurately, efficiently and to an excellent standard • Good organisational skills, able to prioritise • Ability to keep calm under pressure • Computer literate • Confident clear telephone skills 	

	<ul style="list-style-type: none"> • Ability to communicate well and clearly at all levels • Highly professional demeanour • A positive and cheerful personality • The ability to work as part of a team • The ability to use your initiative • Able to maintain confidentiality • An empathetic and caring attitude • Ability to be assertive • Able to adapt in a fast paced environment • A good sense of humour • Emotional intelligence 	
Personal Qualities	<ul style="list-style-type: none"> • Neat, tidy professional appearance • Pleasant and friendly manner • Confident approach to varied situations • Willingness to develop and attend training courses 	
Commitment and other requirements	<ul style="list-style-type: none"> • First Aid at work 3 day course – Training will be given • Safeguarding – Training will be given 	

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.