



Job Title: SLT Admin

Salary: Actual Salary: £22,814 - £23,022
(Grade C)

Hours: 37 Hours/39 weeks (Term time
Monday – Thursday 08.00 – 16:00/
Friday 08:00 – 15:30)

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 should have the opportunity to go to university. 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 administrative team that enables teaching and learning to flourish.

We are seeking a highly organised, proactive and detail-focused Administrator to the Senior Leadership Team to join our business support team. This is a pivotal role in supporting the smooth day-to-day operation of the school, providing high-quality administrative support to senior leaders and contributing to the effective running of key school functions.

As Administrator to the Senior Leadership Team, you will deliver a comprehensive range of administrative services, including managing diaries and communications, preparing documents and reports, organising meetings, and taking accurate minutes. You will also support the SEND team, including coordinating meetings and preparing documentation for reviews, as well as assisting with arrangements for students with additional needs. The role includes liaising with parents, carers, staff and external agencies, supporting school events, and contributing to wider administrative functions such as reception, attendance and admissions when required.

The successful candidate will be an excellent communicator with strong organisational skills, capable of managing multiple priorities and working both independently and collaboratively. You will demonstrate a high level of professionalism, discretion and attention to detail, ensuring that all processes are carried out efficiently and in line with school and Trust procedures. 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 the Ted Wragg Multi Academy Trust, 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: MAP Recruitment

Recruitment@marineacademy.org.uk

Closing date	Monday 20 th April	Interview date	ASAP
	2026 08:00am		

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**.