

Position	Year 9 Administrative Assistant including Year 10 work experience
Salary/Hours	NJC scale 4 point 7-11 £26,403 - £28,142 per annum, pro rata (actual salary £22950.30–£24461.89 per annum) 37 hours per week – Term time only 8am – 4pm (Mon-Thurs), 8am-3.30 (Fri) with a 30-minute unpaid lunch break each day
Closing Date	9am Monday 21 September 2026 Early applications are encouraged
Interview Date	WB 28 September 2026 The Academy reserves the right to close the application early for the right candidate



Dear Candidate,

Thank you for your interest in joining us at Mulberry Academy Bexhill. 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.

Mulberry Academy Bexhill is part of the Mulberry Schools 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 Mulberry Academy Bexhill 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. We have a 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

Teaching and supporting at Mulberry Academy Bexhill

Teachers and support staff at Mulberry Academy Bexhill 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: Administrative Assistant including Year 10 work experience

Accountable to: Director of Year 9 and 10

Principal Accountabilities:

Working alongside a team of support staff you will be supporting 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 a high standard.

Main functions of the post Administrative Assistant;

Attendance

- Maintain input and check daily class registers and email reminders twice daily as required.
- Take messages from absence line on daily basis (rota)
- Follow 'First Day Absence Procedure'
- Maintain student attendance data on SIMS
- To support Bexhill Academy in fulfilling their responsibilities in the improvement of attendance and meeting the needs of children and young people
- To assist the Designated Safeguarding Lead with the tracking and record keeping of students who are on a Child Protection Plan, Looked After or Vulnerable including where there is an attendance issue within your year group rota
- Keeping an accurate and up to date database of information on students who fall into one of the above groups (within your year group).
- To instigate and support the process of legal proceedings in relation to non-school attendance where appropriate (within your year group).
- Weekly Attendance meetings with Head of Year

- Participate in weekly year team meetings to provide input on student attendance issues and other relevant student information.
- To advise/support Bexhill Academy to implement appropriate policies and procedures in relation to individual children and young people to ensure pupils school attendance as required by the current legislation and guidelines, including the preparation of daily/monthly/termly data.
- Maintain manual and computerised records/management information systems on safeguarding and child protection.
- To develop appropriate strategies in partnership with other agencies to maintain and/or improve levels of attendance to help ensure performance indicators and targets are met.
- To undertake early intervention work in the form of attendance panel meetings, initiate the “Fast Track” to prosecutions procedures with families as appropriate and track and monitor attendance thereafter.
- To ensure child/family records are maintained and stored appropriately on SIMS
- To engage children, young people and their families in the planning and implementation of appropriate preventative and early help programmes of work to ensure regular attendance and promote good behaviour therefore preventing exclusion, including welfare checks.
- To work collaboratively with partner agencies to support children in need including reducing levels of exclusion through improvements in attendance and behaviour.
- To review school attendance data, and implementation of school policies and procedures relating to individual children and young people on a regular basis.
- To inform parents/carers of their rights and responsibilities in relation to regular school attendance, school admissions, exclusions and transfers to other schools.
- To work within timescale in order ensure quality services delivered in a timely manner
- To identify the appropriate legal action to be pursued in relation to non-attendance and access to education and support East Sussex’s responsibilities in the instigation of legal proceedings where there is evidence of persistent non-school attendance.
- To provide half termly reports to SLT regarding performance and outcomes determined by the agreed contract.

Student Based Administration – to include the following

- Administration of in year admissions and Year 7 new intake admissions
- Administration for student reports

- Administration support for 'Year Groups'
- Administration for student holiday applications
- Administration for suspensions/exclusions
- Admissions and leavers spread-sheet updated and produced bi-weekly for Headship
- Administration and production of achievement/behaviour reports
- FSM information received and updated on system
- Administration of student data collection sheets and consent forms
- Administration of privacy notice to parents
- Production of tutor lists and other student lists as required.
- Administration and Coordination of free school meals
- Administration of detentions
- Administration of CP registers
- Take minutes during termly Action Plan meetings.

General Office Duties:

- Answer telephone calls from parents and staff
- Filing, archive filing, franking/distributing post, typing and document production
- Reception cover when required
- First Aid cover during Welfare Officers absence, lunchtime and in emergency situations

Other Duties:

- To contribute to and support your own professional development.
- The post holder must carry out their duties with full regard to the Equal Opportunities and Health and Safety policies.
- To undertake any such duties that are reasonably commensurate with the level of this post.
- To require and ensure all information received and disseminated, whether verbal or written concerning all employees, prospective employees or clients, is treated in the strictest confidence, and that all such information held is regulated and controlled in a similar manner.
- To act at all times with due regard to Health and Safety Policies and related Codes of Practice.

Principal Accountabilities for work experience

What is the purpose of the role?

- To manage the administration for work experience for Year 10 students (max 300) and provide information in accordance with statutory requirements.
- To liaise with East Sussex County Council work experience team to coordinate placements

What do you have to achieve?

- Create high aspirations for future employment through a successful work experience
- Provide access to engaging work experience with a range of employers throughout the local area.
- To continue to strengthen the links and relationship with local employers

What are the role particulars?

- To work with students, parents, employers and East Sussex County council to choose placements where necessary.
- To provide communication with students and parents about work experience
- To collate necessary documentation of work experience which includes consent forms, safeguarding of placements, and attendance of students to placement.

What do you have to do?

Operational/Strategic Planning:

- Ensure the effective administration of the Academy work experience programme.
- Liaise with the supporting work experience East Sussex County council partnership to ensure a comprehensive database with regards to placements.
- Source and advise the partnership of new placements by regular contact with employers.
- Ensure all health and safety regulations are met with regards to students and their workplace.
- If a student has arranged their own work experience, to ensure the company's liability insurance is in place.
- To liaise daily with attendance to ensure attendance records are accurate and any absences are followed up with first day calling.
- Provide and collate all the necessary documentation to employers, parents and students with regards to data protection, health and safety, job descriptions, and where appropriate pupil medical details/confidential details.

- Monitor feedback and deal immediately with any issues arising.
- To assess, through the delivery of work experience debrief sessions, the success of the programme.
- Holding work experience job board
- Such other duties as may be determined from time to time within the general scope of the post; duties and responsibilities outside the general scope of the post will only be required with the
- agreement of the postholder.

Quality Assurance:

- to manage the process of monitoring student access and progress in their work experience
- to review work experience and the placements

Management Information:

- to follow agreed policies for communications in the school

Management of Resources:

- General office equipment needed to carry out tasks, such as PC and audio equipment.
- The post holder is responsible for data and record systems in relation to work experience and liaising with employers, students, parents and the partnership.

Pastoral System:

- to liaise with the Year 10 team including Head of Year, Pastoral manager and tutors to ensure clear communication and organisation of work experience
- to contribute to the preparation of action plans, progress files and other reports
- Ensure Risk Assessments are undertaken for visits and work experience.

Communication

- Contact will be varied and diverse including regular contact with employers, students and parents regarding work experience.
- Regular contact with employers and supporting work experience partnership.
- Regular contact with the Head of Careers and Guidance, Assistant Headteacher and when necessary other members of SLT.
- The postholder is frequently required to give advice and guidance to students, parents and colleagues.
- The postholder will be required to be flexible in their approach.

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.

Staffing

Recruitment / Deployment of Staff:

Staff Development:

- 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
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Person Specification:

Criteria	Essential	Desirable
Qualifications	A minimum of Grade C at GCSE (or equivalent for English and Maths)	First Aid certification
Knowledge	Sound knowledge of customer service	Safeguarding in the school environment
Skills & Abilities	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 Ability to communicate well and clearly at all levels Highly professional demeanour A positive and cheerful personality Effective ICT skills The ability to work as part of a team The ability to use your initiative Be a person of integrity Able to maintain confidentiality An empathetic and caring attitude Ability to be assertive Able to adapt A good sense of humour Emotional intelligence	
Personal Qualities	Neat, tidy professional appearance. Pleasant and friendly manner. Confident approach to varied situations. Willingness to develop and attend training courses	

Our School

Creating the Best Opportunities for All

At Mulberry Academy Bexhill, 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, Mulberry Academy Bexhill 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 Mulberry Academy Bexhill, 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.