



**BEACON
ACADEMY**

AMBITIOUS FOR EXCELLENCE

Receptionist & Administrator

Information for applicants
July 2026



MARK
Education
Trust



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Welcome from the Executive Headteacher and CEO

Anna Robinson



As the Executive Headteacher (EHT) and Chief Executive Officer (CEO) of **MARK Education Trust**, I am proud to lead three schools in East Sussex: **Beacon Academy** in Crowborough, **Uplands Academy** in Wadhurst, and **Hailsham Academy**, an all-through 2–19 school located in Hailsham and Hellingly.

Together, we are driven by a clear mission:

To provide the best possible education for our students, preparing them for life so they can stand equally alongside their peers locally, nationally, and globally.

Our Journey

I was appointed Headteacher of Beacon Academy in 2015 and became Executive Headteacher of MARK Education Trust in September 2022. Since then, the Trust has grown carefully and responsibly to include Uplands Academy in 2022 and Hailsham Academy in 2025.

During my tenure at **Beacon Academy**, we embarked on a transformational journey. In 2019, we celebrated record-breaking A-Level and GCSE results, with our Progress 8 measure making Beacon the **top-performing school in East Sussex for three consecutive years**. We also ranked **first across Sussex and within the top 1.8% of schools nationally**. Beacon's results continue to reflect academic excellence. Our sixth form students consistently achieve highly, with the vast majority of students securing their first-choice destinations - whether that be university, apprenticeship, or employment.

In 2024, following a rigorous Ofsted inspection, Beacon Academy was judged to be **Outstanding** in all categories.

In September 2022, we welcomed **Uplands Academy** (formerly Uplands Community College) into MARK Education Trust. Located in Wadhurst, East Sussex, Uplands is a good school with vast potential, driven by an inspiring student body and a dedicated team of staff. We are proud of the excellent relationships that have developed between staff and students, underpinned by high expectations and a relentless commitment to ensuring that the focus is on each child as an individual.

Our collective drive and ambition for continuous improvement was recognised and validated in January 2025, when Ofsted confirmed that Uplands is a **Good** school in all categories.

Continued overleaf...

About MARK Education Trust

Together, we make a strong, unified team focused on delivering whole school improvement. Centralised business services support our schools to develop and sustain excellence in every classroom. Our schools remain oversubscribed across year groups - a testament to the dedication and impact of our highly skilled and experienced staff.

Guided by our values, we are growing responsibly and with care. Our growth strategy is implemented thoughtfully to ensure that each of our schools retains its unique identity while remaining connected by our shared vision and continuously striving for excellence through collaboration.

In September 2025, we welcomed Hailsham Community College - now **Hailsham Academy** - into the trust. I spent 16 years at Hailsham, beginning as a PE and English teacher and progressing to Head of School, before moving to Beacon, so Hailsham joining our trust also marks a personally significant milestone in my career. As an all-through 2-19 school, Hailsham Academy strengthens our commitment to inclusive, high-quality education.

Join Us

If you share our ambition, values, and belief in the potential of every child, I warmly encourage you to consider joining Beacon Academy. You will be part of an exceptional team within both a thriving school and a growing trust, united in our determination to provide the very best education for all of our young people.

To find out more about who we are and what we stand for, we invite you to visit our [MARK Education Trust website](#).



Anna Robinson
Executive Headteacher and CEO

Welcome to Beacon Academy

A message from Headteacher Keith Slattery



Thank you for your interest in joining Beacon Academy. I have worked at Beacon for over 20 years and was proud to be appointed Headteacher in 2023. It is a privilege to serve this community and to lead the school on its continuing journey of excellence. In 2024, we were judged **Outstanding in all areas by Ofsted** - recognition of the dedication, professionalism and ambition of our staff and the achievements of our students.

Beacon Academy is a split-site, semi-rural, mixed 11–18 academy with 1,664 students, including over 320 in our thriving Sixth Form. Situated in Crowborough, on the edge of the Ashdown Forest and within easy reach of Tunbridge Wells, Brighton, Eastbourne and the south coast, we are an oversubscribed school with a diverse, non-selective intake from more than 10 primary schools and beyond.

Our Sixth Form, located on its own dedicated campus just minutes from our main site, attracts not only our own students but also those from local and international schools. We are proud that the vast majority of our students go on to secure places at their first-choice university, apprenticeship or employment.

At Beacon, we are uncompromising in our ambition for every student. We deliver a broad, knowledge-rich curriculum within a calm, safe and purposeful environment. Our culture is built on unapologetically high standards, a relentless focus on teaching and learning, and exceptional pastoral support. Alongside academic excellence, we place equal emphasis on developing happy, responsible and well-rounded young people – equipping them with the knowledge, character and confidence to thrive in life beyond school. This is achieved through our outstanding support networks, high expectations and a wide range of enrichment opportunities.

As part of MARK Education Trust, together with Uplands Academy and Hailsham Academy, we are motivated, ambitious, resourceful and knowledgeable. Our collaboration ensures that we remain outward-facing, innovative and committed to our shared vision of providing the very best education for every child.

If you share our values and our drive to inspire, challenge and support students to achieve their very best, I warmly invite you to consider joining our exceptional team.

A stylized, handwritten signature in black ink, appearing to read 'Keith Slattery'.

Keith Slattery
Headteacher

Job Description

JOB TITLE	Receptionist & Administrator
PAY SCALE	Single Status Pay Scale 4, Point 9-10
JOB PURPOSE	To provide administrative support to all departments in the Academy and to provide an efficient and effective reception service at the Academy's Beeches site.
ACCOUNTABLE TO	PA to SLT/Operations Officer

Main Duties and Responsibilities:

Receptionist

- Welcome visitors to Beacon Academy, operate the security system and manage the reception visitor calendar. Ensure signing-in procedures and Child Protection regulations followed.
- Maintain a tidy, professional, and welcoming reception area
- Monitor student movement in and out of the Academy during the school day, using Bromcom where required and following established protocols.
- Operate the switchboard, handling calls professionally, taking messages, and keeping voicemail recordings accurate and up to date. Contacting parents as needed.
- Manage incoming and outgoing mail and parcels, including sorting, distribution, and franking.
- Support student transport arrangements and manage lists, resolving queries and communicating schedule changes to relevant parties.
- Assist with record keeping, communication of information, monitoring shared inboxes, and other administrative duties as required.
- Assist with maintaining the stock of school uniform.
- Organise Student Ambassador Tours for departments.
- Provide cover for reception colleagues during absences to ensure continuity of service.
- To undertake any other appropriate duties as required by the Line Manager.
- Assist with student needs as appropriate during the school day

Administration Assistant

- Work collaboratively with operational teams (e.g. Marketing, Exams, MIS, Student Support).
- General office and administrative support to include processing reprographics requests, drafting and proof-reading communications and website documents, creating forms, managing communication distribution groups and responding to routine and sometimes confidential correspondence.
- Administer Parents' Evening bookings, open events, and other key academic events.
- Maintain accurate filing systems, student records, and MIS data in line with GDPR requirements.
- Support with Work Experience administration as required
- Cover the main reception area when required
- Support at out of school/working hours events as required

Job Description

General Support:

- Report student and Academy issues in line with the Academy’s policies for health and safety, child protection, behaviour management etc.
- Attend meetings and training sessions as required.
- Be aware of and act in line with Academy policies and procedures as outlined in the Staff Handbook.
- Be involved in extracurricular activities, e.g. open days, presentation evenings as required.
- To handle all confidential correspondence and matters with discretion at all times.
- Attend Open Days once a year

Performance Management

- Participating in the Academy’s arrangements for performance management, professional development and that Academy’s arrangements for quality assurance and internal verification
- Attend relevant CPD opportunities

Safeguarding

- Beacon Academy is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks

Beacon Academy is committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare of children and young people. The Academy is also committed to providing a supportive and flexible working environment to all its members of staff.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the Academy as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Person Specification

ESSENTIAL	DESIRABLE
Qualifications - GCSE grade 4/C or above in English and Mathematics (or recognised equivalent qualification) - Understanding of safeguarding and child protection	Qualifications
Experience - Confident using Office 365 and Microsoft programs - Proven experience in a receptionist, administrative or customer service role - Working as part of a team - Experience of working with a variety of audiences using various methods of communication	Experience To have worked within an education setting
Knowledge - Data Protection and confidentiality - Awareness of confidentiality issues linked to home/student/teacher/school work	Knowledge Strong knowledge of Microsoft Excel, Word and Forms
Philosophy - Working collaboratively with other team members - Equality of opportunity - The responsibility of contributing to whole team effort	Philosophy
Skills - Ability to work at a pace whilst maintaining accuracy - Ability to communicate effectively - Ability to establish effective relationships with the students and their family and empathise with their needs - Ability to multitask, problem solve and prioritise tasks effectively - Good organisational and interpersonal skills - Ability to assess tasks to see what is needed - Strong written skills and proof-reading ability - Problem solving - able to apply existing skills and knowledge to deal with issues that may not have come up before. - Adaptability to the unpredictable day to day requirements - Ability to work effectively and supportively as a member of the team to achieve results and develop good working relationships - Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities etc	
Personal Qualities - Reflective and adaptable; - Enthusiastic, tenacious with a positive attitude; - Self motivated and a team player; - Resilient and solution focused.	

Why work for MARK Education Trust

At MARK Education Trust, our staff are at the heart of everything we do. We are committed to creating a supportive, ambitious and people-centred environment where every colleague feels valued and able to thrive. As part of our dedication to staff wellbeing, professional development and work-life balance, we offer a comprehensive range of employee benefits.

Flexible Working

We offer a flexible working approach wherever possible, supporting colleagues to balance professional responsibilities with personal commitments.

Staff Recognition

We celebrate the contributions and achievements of our staff through trust-wide and school level recognition initiatives.

Pension Schemes

All staff are eligible to join:

- Local Government Pension Scheme (support staff)
- Teachers' Pension Scheme (teaching staff)

Generous Annual Leave

Support staff benefit from a generous holiday entitlement.

Wellbeing Support

All colleagues have access to our Employee Assistance Programme, which includes:

- Free, confidential telephone support
- Face-to-face counselling
- Wellbeing resources and guidance

Staff Voice

We actively seek and value feedback through regular staff surveys and staff forums, to help shape trust policy.

Discounts and Perks

- Eligibility for the Blue Light Card, offering a wide range of national and local discounts.
- Discounted gym membership and exercise classes at Uplands Academy.
- Free parking on site or within close proximity at all trust schools.

Join Our Team

At MARK Education Trust, you will be part of a collaborative, forward-thinking community that is motivated, ambitious, resourceful and knowledgeable - united in supporting the success and wellbeing of our students.



Our Employee Benefits:

- Flexible Working
- Staff Recognition
- Pension Schemes
- Generous Annual Leave
- Wellbeing Support
- Staff Voice
- Discounts
- Free on-site parking



A centre of excellence

Our high expectations and inclusive culture ensure that all students are inspired, challenged and supported to make excellent progress.

Judged by Ofsted to be *Outstanding* in all five inspection categories.
April 2024

Staff Testimonials

Beacon Academy is a friendly, supportive and inclusive place to work. The staff here show a positive commitment to the students who attend Beacon Academy and also to each other in the roles we do. Each member of the team is made to feel as though they fit in at Beacon Academy, with opportunities given to progress in their professional development and in remits they wish to pursue.

I recommend this school to anyone who wishes to work in an open and inclusive environment and who really values their time as a teacher. It will not be wasted at this outstanding school with high values and dedication to the profession.

Teacher of English



Joining Beacon Academy back in September was and will always be a focal point of my career. I have found our colleagues here at Team Beacon to be extremely kind and welcoming which in turn has helped me to feel comfortable and safe here in my new role. I feel like no question is a silly question and I am genuinely valued for my contributions to the community. It is an honour to work here. People are kind to students and students are often kind in return. It is a feeling here like no other and I feel privileged to be a part of this fantastic school.

ECT – Teacher of History

Beacon Academy is like one big family, all staff are supportive not only to the students but also to all of their colleagues whether they be teaching or support staff. The Trust encourages and supports staff in continuing their own educational studies which improves the knowledge of individuals and their departments.

Support Staff

How to Apply

Once again, thank you for your interest in the post of Receptionist & Administrator

Please note that applications will be considered as they are received and you are therefore advised to submit your application as early as possible, as some interviews may take place, and an appointment may be made, before the closing date is reached for this position.

If, like us, you are passionate about providing the best possible education for all students in an outstanding school with a culture of high expectations and ambition, please ensure you:

1. Complete the statutory application form. Applications for this post should be made through [My New Term](#)
2. Provide Information to support your application, paying particular attention to the Person Specification. Please include any achievement data that is applicable to the role you are applying for.
3. Provide two references, one of whom must be the Headteacher from your current school or most recent significant employer.

The Academy recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment. Please refer to our Recruitment & Selection Policy which supports our statutory obligation to comply with Keeping Children Safe in Education 2025.

If you wish to arrange a visit or have an opportunity to discuss this post informally, please contact our HR department on:

01892 603000, or email hr@beacon-academy.org



Our Values:

How will **you**
make your **MARK?**

 **Manners**

 **Acceptance**

 **Respect**

 **Kindness**



How will **you**
make your **MARK?**

 **Motivated**

 **Articulate**

 **Resilient**

 **Knowledgeable**



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**BEACON
ACADEMY**

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**HAILSHAM
ACADEMY**

AMBITIOUS FOR EXCELLENCE



**UPLANDS
ACADEMY**

AMBITIOUS FOR EXCELLENCE