



PA to Executive Headteacher & CEO and the Central Team

Information for applicants
June 2026



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Welcome to MARK Education Trust

MARK Education Trust aims to create successful schools with their own unique identities, led by experts who provide high quality, inclusive curriculums within inspiring, happy and safe learning environments. Within our culture of collaboration, we seek to know and serve our communities well, delivering whole school improvement by learning from ourselves and from others.

Our schools are **ambitious for excellence** and benefit from working in partnership, forming a community of best practice and sharing expertise to improve outcomes for children and young people.

Across our East Sussex secondary schools and our primary school, we work collectively to strengthen teaching, leadership, professional development, culture and wider opportunities. Along with our young people, our staff are our greatest asset, and we prioritise their wellbeing, career progression and professional growth.

Our Mission Statement

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

Our Vision

1. Schools with their own identity underpinned and connected by shared values. These values are known, understood, modelled and led by expert teaching and non-teaching staff who provide and support our high quality, inclusive curriculums in inspiring, ambitious, happy and safe learning environments that foster a sense of belonging, enabling our young people to gain the knowledge and skills that they require to further their education and thrive in adult life.
2. A culture of championing collaboration and delivering on whole school improvement by learning from ourselves and others via extensive collaboration and research locally, nationally and globally.
3. A successful, sustainable and highly effective trust that is fully accountable to its stakeholders.

Working for MARK Education Trust

As part of our team, you will join a supportive, forward-thinking group of professionals who are committed to continuous improvement. We invest in our people, support flexible working where possible, and ensure all staff have access to meaningful development opportunities at every stage of their career.

Our MARK Education Trust Values

Our trust name reflects the principles that guide everything we do.

These are the values that underpin the strategic direction of MARK Education Trust.

| M - Motivated | A - Ambitious | R - Resourceful | K - Knowledgeable |
|---|---|---|--|
| Creating exceptional, caring and safe educational establishments. | Holding high expectations for all staff and students. | Working efficiently and ensuring value for money. | Valuing learning for life and professional growth. |

How MARK Values Are Lived in Our Schools

Each school builds on these guiding values to shape daily culture and expectations for all members of our community, across all aspects of school life.

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

-  **Manners**
-  **Acceptance**
-  **Respect**
-  **Kindness**



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-  **Articulate**
-  **Resilient**
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Message from the Executive Headteacher and Chief Executive Officer, 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 in Hailsham.

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.

We were delighted to welcome **Hailsham Community College** into **MARK Education Trust** in **September 2025**. Now known as **Hailsham Academy**, the school encompasses both the primary and secondary phases.

Having begun my teaching career at Hailsham Community College in 1996, which ultimately led to my role as Head of School before my appointment to the same position at Beacon Academy in 2012, I am especially proud to see Hailsham join the trust. Since I began working with the school again in an advisory capacity in 2023, I have greatly enjoyed reconnecting with a school so close to my heart and building strong relationships with its leadership team and wider school community.

Our Journey

I was appointed Headteacher of Beacon Academy in 2015 and became Executive Headteacher of MARK Education Trust in September 2022.

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.

Continued overleaf...

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.

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 trust's schools remain oversubscribed across year groups - a testament to our committed team's dedication to our mission.

Guided by our [MARK Education Trust 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 connected by our shared vision and continuously striving for excellence through collaboration.

Join Us

As we look to the future, we are excited to grow our community responsibly and drive our shared vision forward. We warmly invite you to find out more about who we are and what we stand for by visiting our [MARK Education Trust website](#).



Anna Robinson
Executive Headteacher and Chief Executive Officer

Job Description

| | |
|----------------|---|
| JOB TITLE | PA to Executive Headteacher & CEO & the Central Executive Team |
| PAY SCALE | Single Status Pay Scale Grade 10 |
| JOB PURPOSE | Provide high-level administrative and organisational support to the Executive Headteacher and Central Team, ensuring the smooth and efficient running of daily operations. The role involves managing communications, coordinating schedules, and handling sensitive information with discretion to support strategic and operational priorities. |
| ACCOUNTABLE TO | Executive Headteacher & CEO |

Key Responsibilities:

- Manage and maintain executive schedules, including meetings, appointments, and travel arrangements.
- Handle confidential information with discretion and professionalism.
- Prepare and edit correspondence, reports, and presentations.
- Meeting agenda creation.
- Coordinate and manage communication between executives and internal/external stakeholders.
- Organise and manage events, including logistics and coordination together with providing hospitality, taking minutes at meetings and monitoring actions as required.
- Conduct research and compile data for reports and presentations.
- Provide administrative support to other team members as required.
- Organise and prepare papers required for attendance at meetings, maintaining an efficient electronic filing system.
- Editing Trust policies.
- Support with annual review documentation.
- Submission of expenses on behalf of the EHT/CEO.
- Support the EHT with the administration and preparation of files, transcripts and organisation of meetings, working with external legal support in relation to staff grievances.
- Any other duties commensurate with this role as directed by the Executive Headteacher and CEO.
- Work across multiple sites within the Trust as necessary for the performance of the role.

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 and Code of Conduct.
- Be involved in extracurricular activities, e.g. open days, school event evenings as required.

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 Trust as maybe 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 reconsideration of the grading of the post. This job description is not exhaustive, it outlines the key areas of responsibility for the role.

Person Specification

| Essential Criteria | Desirable Criteria |
|---|---|
| <p>Qualifications & Knowledge</p> <ul style="list-style-type: none"> GCSE Maths/English. | <p>Qualifications & Knowledge</p> <ul style="list-style-type: none"> A recognised formal qualification in Business Administration or related field. |
| <p>Experience</p> <ul style="list-style-type: none"> Proven experience as an Executive PA or in a similar role. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook). Experience of producing documents to a high standard. Experience of undertaking a range of administrative responsibilities. | <p>Experience</p> <ul style="list-style-type: none"> A sound knowledge and experience of the operational workings of a school and school policies. Experience in the line management of staff including the allocation of work, induction and performance management process. Experience of budget planning and monitoring to ensure the best value. School MIS e.g. Bromcom or similar Xero and Planergy programs and MS Forms |
| <p>Skills & Competencies</p> <p>A diverse skill-set to include:</p> <ul style="list-style-type: none"> Excellent organisational and time-management skills, handling urgent tasks promptly. Strong written and verbal communication skills. Ability to work independently and handle multiple tasks simultaneously, prioritise effectively and maintain a well-structured schedule. Handling sensitive information with the utmost discretion and maintaining confidentiality. Strong attention to detail and problem-solving skills. Ability to anticipate issues and find effective solutions quickly. Willingness to proactively take-on tasks | |
| <p>Personal Qualities</p> <ul style="list-style-type: none"> The ability to work as a team and develop positive relationships with a wide variety of people. Flexibility to handle changing priorities and work in a fast-paced environment. Maintaining a high level of professionalism in all interactions and tasks. Demonstrate a desire to participate in training and development, and to develop the role. Willingness to undertake training or formal qualifications as required. Committed to the principle of equal opportunities Demonstrates a good sense of humour and the ability to engage well with colleagues | |

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



Staff Testimonials

Beacon Academy is an amazing place to work because of the friendly and helpful staff, there is a strong culture of collaboration and support that allows everyone to develop their practice. The strong focus upon CPD provides everyone the opportunity to learn the latest cutting-edge developments in education and this is a major benefit for anyone wishing to further develop their practice. Our facilities and new technology allow us to provide engaging lessons to provide our learners with the perfect learning environment.

I would recommend Beacon Academy to anyone wanting to teach in a school that favours aspirational ethics and outstanding practice, because there are so many opportunities for ambitious staff who are keen to collaborate, develop and share best practice in order to progress in their career.

Senior Deputy Headteacher

I have thoroughly enjoyed coming to work at Beacon Academy. The commitment and dedication from the staff to ensure students are achieving, and going above in and out of lessons is amazing to see. As an NQT I received so much support from other members of staff and feel like I can ask anyone for help. The commitment and extra time given to the students is what makes Beacon such a good school to work in.

Teacher of Mathematics

How to Apply

Once again, thank you for your interest in the post of PA to Executive Headteacher/CEO & Central Team.

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 a trust 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 from your most recent significant employer.

The trust 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 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 Trust Recruitment Officer on:

01892 603000, or email cburgess@markeducationtrust.org

