



**UPLANDS  
ACADEMY**

AMBITIOUS FOR EXCELLENCE

# Administration Assistant (Pupil Premium & Looked after Children)

Information for applicants  
January 2026



**MARK**  
Education  
Trust



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# Welcome from the CEO and Executive Headteacher **Anna Robinson**



As the Chief Executive Officer (CEO) and Executive Headteacher (EHT) 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.

We were delighted to welcome **Uplands Academy** (formerly Uplands Community College) into MARK Education Trust in September 2022. Located in the heart of Wadhurst, Uplands is a good school with vast potential, underpinned by strong relationships between staff and students, 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. We are proud of the dedicated team of staff at Uplands, who are ambitious for their students and committed to helping them flourish.

*Continued overleaf...*

As part of **MARK Education Trust**, Uplands benefits from being part of a collaborative network with Beacon Academy and Hailsham Academy. This partnership allows us to share best practice, pool expertise, and strengthen our collective capacity, while each school retains its unique identity within its own community.

### About MARK Education Trust

Across our Trust, 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 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 vision, values, and determination to provide the very best education for every child, I warmly invite you to consider joining Uplands Academy. You will be part of a caring and ambitious school community, supported by the wider trust, and united in our commitment to excellence.

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



**Anna Robinson**  
CEO and Executive Headteacher

# Welcome to Uplands Academy

## A message from Headteacher Chris Connor



Thank you for your interest in joining Uplands Academy. Choosing the right place to work is one of the most important decisions you will make, and I am delighted that you are considering becoming part of our school community.

At Uplands, we are proud of the excellent relationships between staff and students. Our teachers have high expectations, know their students well, and are ambitious for them to succeed. Every child is valued as a unique individual, and we are uncompromising in our commitment to ensuring that all students receive an education that is personalised, inclusive, and engaging.

Our vision is clear: we want our students to be happy, successful, and confident. Through a broad, ambitious, and knowledge-rich curriculum, we aim to provide the very best education for every student, cultivating well-rounded individuals who excel both academically and socially.

We are proud that **Ofsted has judged Uplands to be a Good school**, with inspectors recognising the effective action taken to secure high standards and strong outcomes. This is a testament to the commitment of our staff and the ambition of our students.

We expect all members of our community to **Make their MARK** by being motivated, articulate, resilient and knowledgeable, as well as demonstrating manners, acceptance, respect and kindness. These values are evident in the excellent relationships that exist across our school - between staff, students, parents, carers, trustees, and the wider community.

We recruit, retain and develop exceptional staff and trustees to ensure that through every aspect of their experience of Uplands, our students are inspired, engaged and challenged, enabling them to make excellent progress and attain well.

Our staff team is central to our success. They are dedicated, caring professionals who act as positive role models every day, promoting a motivated commitment to education and ensuring that students feel safe, supported and inspired to achieve their very best. We are ambitious for excellence in everything we do, and we nurture a culture where diversity is celebrated, wellbeing is prioritised, and achievement is recognised.

Uplands sits at the heart of the vibrant village of Wadhurst. We are deeply rooted in our community, and we value the strong partnerships we have built with parents, carers, local organisations and residents.

This is an exciting phase in Uplands' journey as part of **MARK Education Trust**, and we are determined to build on our strengths and continue to grow. I warmly encourage you to visit us, meet our staff and students, and see first-hand the positive, aspirational culture that defines our school.

**Chris Connor**  
Headteacher





# Why join our school and trust?

*At Uplands Academy, we are dedicated to developing world-class teaching and learning through research-based CPD and school-to-school support. We value our entire team - both teaching and support staff - and recognise that student success stems from the high-quality learning experiences we offer together.*

## What We Offer

### Professional Growth

- High-quality CPD
- Leadership development pathways
- Internal promotion pathways
- Access to trust-wide and external training networks and opportunities
- Recognition for excellence

### Staff Wellbeing

- Flexible working
- Mental health and wellbeing programmes
- Opportunities to share your views through staff surveys and forums
- Staff recognition initiatives

### Staff Benefits

- Benchmarked salary scales
- Generous annual leave entitlement
- Local Government Pension Scheme/Teacher's Pension Scheme
- Discounted use of Gym & Exercise Classes
- Care First
- Paid sick leave for teaching staff and after 1 year's service for support staff
- Free on-site parking
- Blue Light Card

## Our Location and Community

Wadhurst is a historic market town situated 6 miles south-east of Royal Tunbridge Wells in Kent. In the past, it was a hub of the Wealden Iron Industry which links well to the village's strong community feel.



It has a good train service to London and because it is situated in an Area of Outstanding Natural Beauty, there are ample places to visit nearby for all ages to enjoy and explore.





## High expectations and ambitions

Uncompromisingly high expectations for all our students and aim to provide a broad range of options to meet the needs of every individual.

Judged by Ofsted to be *Good*, “the leadership team continue to strive to provide the best possible education for each pupil”, “...strong leadership, good teaching and rising attainment, as well as pupils’ good behaviour and attitudes to learning.”

## Staff Testimonials

*Unlike any other school that I have taught at, and something that is so attractive about this school is the small, rural catchment where you are able to actually know the pupils that are in your lessons rather than just delivering from the front and steering a broad lesson, every lesson you can have those discussions and can have incremental impact on their learning.*

*Teacher of English, Uplands Academy*

*This is a school that has committed, caring staff that want to provide a safe, respectful, stimulating environment to allow students to reach their full potential and have confidence and belief in their own abilities.*

*Member of Staff, Uplands Academy*

*I get great job satisfaction from my role within the school and the end impact that it has on the students. The staff are a fantastic team to work with and very supportive of each other.*

*Member of Staff, Uplands Academy*





# Job Description

<b>JOB TITLE</b>	Administrative Assistant for Pupil Premium & Looked After Children
<b>PAY SCALE</b>	Single Status Grade 4, Point 9
<b>JOB PURPOSE</b>	Provide comprehensive administrative support across safeguarding, finance-related student support, admissions, Looked After Children (LAC) processes, and resource coordination. This role ensures that vulnerable students receive timely assistance, statutory documentation is completed accurately, and internal systems remain well-maintained.
<b>ACCOUNTABLE TO</b>	Head of Pupil Premium and Looked After Children

## Main Duties & Responsibilities:

### Admissions & Free School Meals (FSM) Administration

- Ensure all new starters are correctly set up for FSM during the pre-admissions process.
- Request and process Movers Forms for students transferring from other schools outside of East Sussex.
- Maintain the AnyComms list, including:
  - Cross-checking with internal reporting to identify any students not yet captured.
  - Preparing Movers Forms for unidentified students and notifying the local authority of leavers.

### HUGGG Voucher & Financial Support Administration

- Work collaboratively with the Finance Officer to manage HUGGG voucher distribution.
- Update AnyComms lists with new starters, leavers, dual-registered students, and legal name discrepancies.
- Issue communication to parents via Edulink regarding voucher distribution dates.

### Uniform & Resource Support

- Process uniform support requests received from Heads of Year, tutors, or via the Pastoral team.
- Prepare and send confirmation letters to parents and Monkhouse (uniform supplier).
- Provide administrative oversight to ensure the process runs effectively and consistently.

### Purchase Orders & Financial Tracking

- Raise purchase requisitions for approval from the appropriate manager.
- Source required items (e.g., revision guides), ensuring accuracy and value for money.
- Collate receipts and create POs for interim support such as temporary bus fare, uniform purchases, lockers, or other individual student needs.
- Maintain spreadsheets tracking expenditure across uniform, resources, tutoring, and LAC-related costs.

### Looked After Children (LAC) Administration

- Provide comprehensive administrative support for all LAC students, ensuring compliance with statutory requirements across East Sussex, West Sussex and Kent, each with their own PEP formats and portals.



# Job Description *continued*

## **PEP Meeting Preparation (3 per year per student)**

- Send out teacher feedback forms two weeks before meetings; collate responses and transfer into the required Word/PEP documents, adapting formats as needed for each local authority.
- Gather Student Voice paperwork and SDQ questionnaires when required from key workers and input these into the relevant portals.
- Compile student data including achievement points, behaviour records, detentions, academic reports, SEN reports, tutor and HOY reports.

## **Meeting Participation**

- Attend PEP meetings, record detailed notes, and upload them to the relevant portals.
- Update PEP sections relating to progress, targets, and outcomes as directed by the Designated Teacher.

## **Support Requests for tutoring and resource funding.**

- Coordinate with Finance to raise invoices for tutoring or support packages, ensuring all sessions are tracked and logged.
- Maintain tutoring spreadsheets using information from teacher overtime sheets.
- Track all LAC-related expenditure to ensure transparency and accountability.
- Provide additional data or reports as required for other LAC meetings throughout the year.

## **General Duties**

- Maintain accurate digital records and ensure documents are stored correctly.
- Work closely with the Designated Teacher, Finance Office, and external agencies.
- Handle sensitive information with high levels of confidentiality and professionalism.

## **Performance Management**

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

## **Safeguarding**

Uplands 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

*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
<b>Qualifications and knowledge</b> <ul style="list-style-type: none"> <li>English Language and Mathematics to GCSE level or equivalent</li> <li>Good knowledge of Microsoft (Excel, Word, Forms, Outlook)</li> <li>Understanding the role regarding safeguarding and child protection</li> <li>Awareness of confidentiality issues lined to home/student/teacher/school work</li> </ul>	<b>Qualifications and knowledge</b> <ul style="list-style-type: none"> <li>Strong knowledge of Microsoft Excel, Word, Outlook and MS Forms</li> <li>Knowledge of school processes or vulnerable student support.</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>Working as part of a team</li> <li>Experience of working with a variety of audiences using various methods of communication</li> <li>Experience managing confidential information</li> </ul>	<b>Experience</b> <ul style="list-style-type: none"> <li>Experience of working in an educational setting</li> <li>Proficient IT skills in Edulink and online portals.</li> </ul>
<b>Philosophy</b> <ul style="list-style-type: none"> <li>Working collaboratively with other team members</li> <li>Equality of opportunity</li> </ul>	
<b>Skills</b> <ul style="list-style-type: none"> <li>Strong administrative and organisational skills</li> <li>High attention to detail and accuracy</li> <li>Ability to work with multiple stakeholders and external agencies.</li> <li>Strong written skills and proof-reading ability</li> <li>Problem solving - able to apply existing skills and knowledge to deal with issues that may not have come up before.</li> </ul>	
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>Reflective and adaptable;</li> <li>Enthusiastic, tenacious with a positive attitude;</li> <li>Self-motivated and a team player;</li> <li>Resilient and solution focused.</li> </ul>	

# How to Apply

Once again, thank you for your interest for the post of Administration Assistant (Pupil Premium & Looked after Children).

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 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.

Uplands 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.

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 and Disclosure Policy and Procedures 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 786611, or email [hr@uplands-academy.org](mailto:hr@uplands-academy.org)



# Our Values:

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



**Manners**



**Acceptance**



**Respect**



**Kindness**



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



**Motivated**



**Articulate**



**Resilient**



**Knowledgeable**



**MARK**  
Education  
Trust



**BEACON**  
ACADEMY

AMBITIOUS FOR EXCELLENCE



**HAILSHAM**  
ACADEMY

AMBITIOUS FOR EXCELLENCE



**UPLANDS**  
ACADEMY

AMBITIOUS FOR EXCELLENCE