

## Senior Administrator

Based at The Forest Academy -IG6 3TA

**36 hours per week, 45.8 weeks per year**

**Salary: LBR 5 Scale Point 12-15**

**£31,524.00 - £32,931.00 (£27,690.82 - £28,926.73 pro rata) per annum dependent on experience**

**Required: September 2025**

Beacon Academy Trust is currently seeking to appoint a Senior Administrator committed to providing an outstanding service to our staff and students at The Forest Academy. The successful candidate will be required to fulfil a full range of duties to support and enable the best possible learning environment for our students.

At an exciting time in the school's journey, we are incredibly proud of our students' recent achievements: The Forest Academy is now one of the top 25 fastest improving schools in London based on 2024 results at Key Stage 4, with attendance placing us in the top 15% of schools nationally and with 100% progression for our students.

The Trust is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment.

Enhanced DBS (with list checks) is required for this post.

The below documents must be read prior to applying for this role and will be factored into interviews:

[Keeping Children Safe in Education](#)  
[BMAT – Safeguarding and Child Protection Policy](#)

Further information and an application form can be found at <https://nelta.co.uk/vacancies/>

Please forward your electronic applications to [recruitment@beaconacademytrust.co.uk](mailto:recruitment@beaconacademytrust.co.uk)

Please note we reserve the right to close or extend this position depending on application numbers, therefore we would urge candidates to submit an application as soon as possible.



# Beacon Multi Academy Trust Benefits

SCAN THE QR CODE  
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VACANCIES



## Benenden Private Healthcare

Responsive medical care which can be extended to include family and friends - taxable benefit

## Busy Beacons Nursery

Access to a BMAT term time only on-site nursery for all BMAT staff

## Pay and Conditions:

16% PPA minimum for teaching staff

Retained School Teachers Pay and Conditions 2012 including automatic main scale progression for teaching staff

Access to Teachers' Pension Scheme (TPS) or to Local Government Pension Scheme (LGPS)\*

## CPD:

BMAT CPD Hub - Investment in training and professional development

A range of career opportunities across the Trust

\*Where applicable

## Staff Wellbeing:

Free access to a fully fitted on-site fitness suite on both campuses and staff shower facilities

Interest-free beneficial loans to spread the cost of computer equipment, bikes, transport season tickets and visa applications

Free hot drinks

Free on-site parking and electric vehicle charging points on campus

Winter wellbeing additional day holiday for all staff

Employee Assistance Programme. 365 days/24 hour helpline and additional support with legal, financial advice and counselling

Two weeks' full pay paternity leave\*

Generous leave for full-time support staff

Team building and sports events to build cohesion and BMAT community

Microsoft Office 365 individual access from personal devices

## Senior Administrator



## Overall Responsibilities

To lead and work alongside key school staff and our administrative teams at The Forest Academy to:

- Provide an exceptional student support service
- Deliver key whole school objectives relating to pastoral administration

## General Duties and Responsibilities

Provide outstanding administrative support to the school including supporting with reception duties as required

Lead on the administration of pastoral procedures in the school, ensuring efficient administrative processes, support school leaders, pastoral leads, and facilitate effective communication between the school and other stakeholders

Lead on daily cover management system with designated senior leader

Provide daily administrative support and work closely with pastoral teams and Heads of School to implement and monitor their systems and processes

To lead on and provide administrative support for parents'/Partnership evenings and other events

Provide administrative support for communication with key stakeholders in the school, including the use of online platforms

To assist and check records prior to the Census returns in October and January to ensure school records are accurate and up to date

Responsible for inputting and updating all student records, importing files to and from other schools, including safeguarding record

Liaise with new families, input new arrivals data onto the school MIS system and liaise with previous schools to obtain data

Wider Administrative Duties and to provide first aid / support with the medical rota as required

To receive visitors and parents to The Forest Academy and communicate with courtesy and clarity to all staff, students, parents, carers, visitors, outside agencies and the wider community, including answering general telephone and face to face enquiries

Be a visible presence for pupils, parents and the local community and sustain effective and positive relationships, playing a full part in the life of The Forest Academy

To assist in student welfare duties and ensure My Concern and Sims Behaviour log is accurate and up to date in liaison with the Heads of School, SLT and Heads of Year

Ensure all student files are up to date in relation to Pastoral/safeguarding/SEND information

Send out any letters to for Head of School and/or Teachers as required

**The above mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change. The post holder may be required to carry out such other duties as requested by management that are broadly within the level of the post.**



Person Specification				
	Essential (E) Desirable (D)	App Fm	Intvw	Ref
<b>Qualifications</b>				
NVQ 3 or equivalent qualification	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Qualification at Level 2 (Grade C or above) in English and Maths	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Knowledge / Skills / Experience</b>				
ICT skills and knowledge of other specialist equipment/resources including Microsoft Office and SIMS	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent time management and organisation skills	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Able to work effectively in a team and contribute to its success	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Good written English and effective communication skills	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to deal tactfully and confidently with telephone callers and visitors	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to remain calm, composed and flexible within a busy and demanding environment	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to undertake a wide range of clerical, administrative and general duties.	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Accurate in recording details and make full use of the school's computer systems	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Attributes</b>				
Reliable, respectful, responsible & conscientious approach	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Flexibility to deal with diverse needs of the post and movement between departments and the Trust	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Establish and maintain appropriate relationships	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Integrity and confidentiality to be maintained at all times	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
High level of initiative and ability to work independently	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p>BMAT is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment.</p> <p>Enhanced DBS Disclosure is required for this post.</p>				

