

Senior Administrator

Based at Beal High School - IG4 5LP

36 hours per week, 46.8 weeks per year

Including 10 days across GCSE and A level-results days/enrolment in August

Salary: LBR 7, Scale Point 23-25 £37,068.00 - £38,058.00 FTE (£33,271.62 - £34,160.23 pro rata)

Required: February 2025

Fixed Term for one year in the first instance

Beacon Academy Trust are currently seeking to appoint a Senior Administrator that is committed to providing an outstanding service to Beal High School. 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.

[Beal Sixth Form](#) (BSF) is the largest school sixth form in the country, we are seeking to appoint an effective and suitably experienced school administrator ready to contribute fully towards the success of our 'outstanding' sixth form. The successful candidate will play their part both in ensuring the smooth daily running of a large post-16 community and in providing exceptional student support to ensure high levels of progress, personal development and progression across the sixth form. They will lead on admissions, UCAS and the administering of the bursary as well as carrying out other important duties. They will also build strong relationships with students, parents and carers and play an integral part of the administrative and wider team.

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](#)

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
TO VIEW **CURRENT**
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



Overall Responsibilities

To work alongside key school staff and our data team on both sites to:

- Provide an exceptional student support service
- Deliver key sixth form objectives relating to admissions, UCAS and the bursary, ensuring maximum progress, personal development and progression for all
- Play their part in ensuring students receive a world class education at Beal Sixth Form
- Form strong relationships with students/parents/carers

General Duties and Responsibilities

- Provide outstanding administrative support to ensure the effective running of Beal sixth form on a daily basis
- Lead on the administration of sixth form progression procedures including UCAS tracking and UCAS references
- Lead on the administration of the 16-19 student bursary and student admissions
- Lead on the admissions+ platform and the admissions cycle
- Provide daily administrative support for improving School attendance and punctuality
- Work closely with the pastoral teams to support vulnerable students and in mentoring/coaching
- Work closely with the Head of progression and personal development and co-ordinators to implement and monitor their systems and processes
- Provide administrative support for sixth form parents/partnership evenings and other events
- Provide administrative support for communication with key stakeholders in the school
- Organise bookings for alumni, guest speakers and external agencies for PSHE, assemblies and special events
- Ensure the efficient and effective management of the reception areas and the sixth form block
- When required, work at upper/lower site receptions
- Support on ten non-term time days – GCSE/A level results' days preparatory and enrolment days

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	Intv w	Ref
Qualifications				
1. NVQ 3 or equivalent qualification	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2. 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"/>
Knowledge / Skills / Experience				
3. Awareness, knowledge and/or experience of sixth form context/environment	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. ICT skills and knowledge of other specialist equipment/resources including Microsoft Office and SIMS.	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5. Excellent customer service skills	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Excellent time management and organisation skills	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. 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"/>
8. Good written English and effective communication skills	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Ability to deal tactfully and confidently with telephone callers and visitors	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. 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"/>
11. Ability to undertake a wide range of clerical, administrative and general duties.	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. Accurate in recording details and make full use of the schools' computer systems	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attributes				
13. Reliable, respectful, responsible & conscientious approach	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
14. 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"/>
15. Establish and maintain appropriate relationship	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
16. Integrity and confidentiality to be maintained at all times.	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
17. 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>				

