



Hartsdown
Academy

Recruitment Pack

Administrative
Support

Education for an
Amazing Life
www.hartsdown.org





Hartsdown
Academy

➤ Our Just Cause

At Hartsdown Academy we are on a mission to provide an 'Education for an amazing life'. Every day, we embody our STRIVE values - Scholarship, Teamwork, Resilience, Integrity, Vision, and Excellence - we use these values to guide us. We ensure that, no matter what, we help our students to pursue their ambitions.

We are a school that places the individual needs of our students at the heart of every decision. This commitment shapes our culture, curriculum, pedagogy and decision making every day; ensuring that every member of our community has the opportunity to thrive and make a meaningful impact: locally, nationally, and globally.

Being part of the Hartsdown family means joining a mission to create a better and more peaceful world; one where education is about academic success, alongside developing compassionate, kind, purposeful individuals who are ready to make a difference in the world.

Our Pillars

Three Pillars - One Purpose

Our three pillars shape everything we do. Together, they prepare our students for today and empower them for tomorrow.



**To matter is to feel valued
and to add value**

Academic Ambition, Opportunity and Culture work together to create a thriving environment where every student can succeed.



Education for
an amazing life



**Academic
Ambition**

We challenge every student to achieve excellence through a rich curriculum, expert teaching, and a focus on curiosity, resilience, and continual progress. We give our students the keys to their next steps.

Outcomes / Progress

Teaching & Learning

Curriculum

6th Form

GCSE / Vocational

MYP

Destinations



Opportunity

We provide all of our students with enriching experiences beyond the classroom that develop confidence, character, leadership and real-world readiness.

Student Leadership

The Arts / Drama

Sport

House Activities

Careers

Trips

Enrichment



Culture

Our culture is built on strong relationships, kindness, and care. Our students matter and our actions reflect this. Our high expectations and strong routines help every student succeed.

Hartsdown Culture - Relationships

STRIVE Values

Safeguarding

SEN

Routines

High Expectations

Celebration

Attendance

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Margate, CT9 5RE

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➤ Administrative Support

Appointment Details

Job Title:
Administrative Support

Reporting to:
Senior Leader

Employment Status:
Term Time / Permanent

Job Location:
Hartsdown Margate

Closing Date:
9th October 2026 12pm

Interviews:
TBC

Start Date:
As soon as possible

The Package

We will consider part-time candidates for this role, anything up to 37 hours per week during term time. Please make it clear in your application the working hours you are available.

Salary: Grade 7 £28,703 pro-rata to £24,908 for 37 hours per week, term time only

The Team

The administrative support team at Hartsdown is a friendly, supportive team who work closely to meet the varying administrative needs of the school.

The team is committed to supporting the whole school community; students, parents/carers, governors and staff.

The Role

The successful candidate will be part of a team who provide administrative support to the school under the direction of senior staff. They will need to have good computer skills, strong organisation and time management skills and the ability to work under pressure. The successful candidate must be flexible and adaptable as key priorities will change according to the school's needs. It is essential to be a team player and be able to communicate well.

Benefits

- An exciting environment where you can really make a difference
- Being part of a small local trust that is totally committed to its staff and children
- Significant opportunities for CPD and development within the school and trust
- Local Government Pension Scheme
- Cycle to work scheme
- IT scheme
- Medcash Corporate Health Plan
- Employee Assistance Programme
- Use of school gym



➤ Administrative Support

General Description

To provide general clerical or administrative support to the school under the direction or instruction of senior staff.

Specific Responsibilities

The administrator will be required to undertake a number of the following duties, as directed. These duties will be subject to change over time dependent on school priorities:

- Reception duties (main reception or student reception), including greeting visitors, ensuring they sign in, informing the relevant member of staff of their arrival and escorting visitors around the school when needed
- Answering the telephone, transferring calls to appropriate staff or taking messages
- Distribution of messages/incoming items to staff/students around school
- Collecting students from lesson when required
- Ensuring the reception area is kept clean, tidy and welcoming for visitors
- Distributing incoming post
- Typing correspondence
- Filing, photocopying, scanning, shredding
- Booking of meeting rooms
- Hospitality when required
- Assist with the organisation of Academy events e.g. annual prom, leavers event, vaccinations, school photos, trips
- Assist with attendance e.g. parent phone calls and maintaining student's attendance records
- Assist with the administration of the admissions process e.g. inputting admissions data onto the school database and assisting with the organisation and running of transition events
- Assist with the input of invoices and other finance related tasks
- Assist with the administration of exams
- Work with staff to obtain information about school events to advertise or celebrate and put these on the school website and social media pages
- Any other administrative duty as requested by senior staff

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level. The duties contained in this JD will change over time and the job-holder will be expected to cooperate where such changes are reasonable.



➤ Administrative Support

Person Specification

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

Qualifications and Training	Essential	Desirable
Candidates will hold appropriate academic qualifications to at least GCSE standard, or be able to demonstrate competency through proven experience in a similar role	.	
Commitment to continuing professional development activities		.
Experience		
Experience of undertaking a range of clerical and administrative duties	.	
Experience of working in a pressurised environment with competing deadlines	.	
Experience of attendance processes		.
Skills		
Personable	.	
Able to communicate well	.	
Timekeeping	.	
Professional	.	
Strong organisational and time-management skills and ability to work under pressure	.	
Good computer skills	.	
Personal Qualities		
Team player	.	
Patient	.	
Tactful	.	
Smart appearance	.	
Adaptable and be able to demonstrate flexibility	.	
Can-do attitude	.	
Knowledge		
Demonstrate a basic understanding of the work of a school	.	
Knowledge of a range of computer applications – including Word / Excel / Powerpoint / Sims	.	
Demonstrate an understanding of confidentiality and child protection issues in a school setting	.	



Welcome to Coastal Academies Trust
A Message from the Chief Executive, Kate Greig

Hartsdown Academy is a proud member of the Coastal Academies Trust (CAT). There are currently six schools in our Trust in Thanet, Kent; four secondary schools and two primary schools. We are a local Trust and believe in working together collectively to give our students that best possible start to their lives both in terms of formal education but also through their development as human beings who have a place in the world.

Our Trust covers all ages and all abilities and we celebrate the diversity of our school communities. We believe strongly that working together is better than working alone so we can share best practice and learn from each other as well as develop opportunities for staff development and career progression. Leadership is central to everything we do and every member of our Trust community, staff and students, will be offered opportunities to develop, grow and be fulfilled so that we can all go forward into the world with confidence.

We will always encourage our young people to work hard, make progress and to get the best outcomes they can at school so that they have more choices and options in the future. We are also aware, however, that a young person can find life stressful when childhood and learning should be fun; above all we want our young people to be happy.

Our mission is to work with all the schools in Thanet to make this wonderful part of the world a centre of excellence for education and a place where young people enjoy and cherish their time at school. Making connections with other like minded people is very important to us so do contact me if you feel you can help, in any way, to make life the best it can be for our delightful young people – because they absolutely deserve it.

Coastal Academies Trust is an exciting place to work as we are always at the forefront of new initiatives, ideas and plans, both locally and nationally. All our headteachers are driven and ambitious for our schools, our children and our Trust.

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