



LEIGH
Academies Trust

Job Pack

Recruitment Administrator
The Leigh Institute

Introduction

Thank you for your interest in joining Leigh Academies Trust. This job pack is designed to give you a deeper understanding of who we are, what we stand for, and what you can expect as a valued member of our team.

Inside, you'll find key details about our Trust, the academy where the role is based, and the position itself. We've also included insights into our culture, values, and the many benefits of working with us. Whether you're an experienced educator or just beginning your journey in education, we hope this pack helps you see how your goals align with ours.

We're excited to learn more about you and we hope this pack helps you decide if this is the right opportunity for your next career step.

For further information and support on our hiring processes, please view our [Careers Page](#).

For any questions? Contact us on:
joinus@latrust.org.uk | 01634 412 263



Welcome from our CEO



Leigh Academies Trust (LAT) is one of the largest and most successful school groups in England. Starting in 2008 in Dartford, the Trust is now responsible for 33 academies of all types, educating over 24,000 pupils, employing almost 4,000 talented staff and with access to an annual income of over £250m. Our Ofsted track record is impressive. Currently, 56% of our academies are considered to be “Outstanding” whilst inspected as part of the Trust.

LAT has remained local with all of its academies located in the South East (Kent, Medway, Bexley and Greenwich), within a one hour drive across the South Thames Corridor. This helps us to share resources and expertise much more easily and offer abundant training and progression opportunities to staff. We invest heavily in our workforce and enjoy strong retention across all job roles. The Trust has embedded various advantages which mean that LAT is an excellent place to develop a career in education. This includes being a highly inclusive employer which celebrates the diversity of its workforce.

Our scale and experience means we have been able to develop several well-chosen approaches to running schools which we know work well. These include:

- A small school approach to education where larger academies are organised into colleges. This ensures high quality pastoral care for pupils.
- A world class digital strategy where all staff and pupils have their own device making teaching, learning and operations efficient and highly impactful.
- Disruption free learning and a “warm strict” approach to behaviour management so that teachers can teach and pupils can learn.
- An all-through International Baccalaureate curriculum equivalent in quality to some of the best fee-paying schools and grammar schools in the UK and further afield.

In addition, The Leigh Institute - which is part of LAT - is responsible for Kent and Medway Training, one of the region’s biggest initial teacher training organisations, a large teaching school hub called Thames Gateway and an accredited apprenticeship provider. This powerful organisation trains, develops and supports 1,000s of teachers, support staff and leadership teams across the region each year. Our future plans are found in our [Vision 2030](#), available on our website.

Simon Beamish, BA (Hons) MSc PGCE NPQH NLE
CHIEF EXECUTIVE



Our Benefits

At Leigh Academies Trust, we believe that our people are our greatest asset. That's why we offer a comprehensive and competitive benefits package designed to support your wellbeing, reward your contribution, and help you thrive both professionally and personally.

From continuous professional development and career progression opportunities to flexible working arrangements, health and wellbeing support, and exclusive staff discounts - you'll find that working with us is about more than just a job.

Explore our full range of benefits here: latcareers.org.uk/benefits

Our Mission: *Education for a better world*

At Leigh Academies Trust, our vision is to transform lives through education. We strive to ensure that every young person - regardless of background - has access to an outstanding education and the opportunity to thrive in an ever-changing world.

We are guided by four core values that shape everything we do:

- **We care** – about our pupils and their families through our human scale approach to education, our staff and their well-being and the world around us, driven by our high ideals and strong moral values.
- **We have boundless ambition** – to achieve excellence for all and create confident young adults with high levels of resilience and integrity.
- **We work together** – as one team because we are greater than the sum of our parts. We foster an enterprising culture through global collaboration with partners in business and education.
- **We keep getting better** – using our 'can-do' attitude and research informed approach to continuous improvement and innovation.

This shared vision unites our academies and teams, creating a strong, collaborative environment where staff and students can flourish.



Job Description

Job Title: Recruitment Administrator

Reports to: Head of Recruitment

Location: The Leigh Institute

Leigh Academies Trust is a highly successful multi-academy trust. Our model of education enables students to reach their full potential, transforming their lives and ultimately the communities in which they live.

Main purpose of role:

To support the Kent & Medway Training (KMT) Recruitment Team with all areas of recruitment, acting as one of the key points of contact for initial enquiries and supporting candidates through the recruitment journey. You will provide support across the full recruitment cycle, selection process and on-boarding process, ensuring that we offer a first-class experience that is efficient, professional and informative, identifying and supporting vacancies and training places and filling these with high quality candidates. You will work with and support all members of the Recruitment Team and wider KMT Team.

Key recruitment markets that this role encompasses:

- Initial Teacher Training (ITT)
- ConnectED Apprenticeships

Resourcing, attracting and screening applicants:

- Encourage the submission of applications, turning passive candidates into active candidates and supporting them through the recruitment process
- To nurture long-term candidates by getting to know them and understanding their aspirations to suit any of the programmes delivered by KMT and ConnectED Apprenticeships
- Screen candidates applications and follow up with conversations
- Eligibility checking all candidates right to work, relevant qualifications and suitability assessments.

Recruitment and selection processes:

- Schedule interviews and fully prepare candidates prior to their interviews
- Attend internal and external events where may be required
- Keeping accurate records for all trainees and associated staff, ensuring compliance with Keeping Children Safe in Education (KCSiE)/Ofsted criteria and recommendations to ensure a fair process for all candidates
- Build excellent working relationships with key stakeholders and line managers in order to effectively understand and respond to their recruitment requirements



- Obtain timely and comprehensive interview/ application feedback from schools and ensure this is passed on constructively to candidates
- To assist in producing recruitment-related documents, data reports/analysis for a variety of uses, as requested by the wider Leigh Institute team to support decision making and strategic planning.

General activities and administration:

- To undertake a wide range of administrative duties associated with the role ensuring that accurate records are maintained at all times
- To manage the reference process for all ITT applications and record any concerns to the Head of Recruitment and Marketing and the Head of KMT
- Carry out DBS checks for all Associate Teachers before the start of each programme and ensuring that the DBS details are provided to schools in line with dates agreed in the annual Safer Recruitment letter to schools
- Maintaining an accurate Partnership Database with support from the recruitment team in order to satisfy OFSTED requirements and for use in wider marketing and recruitment activities
- Handle all incoming calls in a professional and efficient manner ensuring that all phones are answered and messages taken and passed on as necessary
- Shared responsibility for the 'initial interest' email inbox, following up with candidates in a timely manner and referring them to CPL's, events and encouraging them to apply
- Play a crucial role in continuously offering ideas/suggestions to ensure we continue to evolve our recruitment processes; researching and staying up-to-date with competitors and other organisations across all sectors, making suggestions on how we can incorporate elements into our own process and practice
- Attend meetings with / in place of Head of Recruitment and Marketing
- On occasions work as a member of the wider Leigh Institute team getting involved in a broader range of activities designed to recruit, train, employ and retain our apprentices, trainee teachers and Early Career Teachers (ECTs)
- To support the Leigh Institute administration team,, particularly during peak windows throughout the academic year
- Keeping in touch with Alumni, and support proactively to maximise strategic relationships with employers
- Monitoring equality and diversity consistently
- Identify any improvements that will allow us to undertake recruitment and administration in a more efficient and timely fashion in the future
- Be prepared to go above and beyond the call of duty from time to time and undertake any other reasonable duties in order to help the organisation achieve its goals.

Safeguarding of students and Duty of Care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children



feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Academies Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.



Person Specification

As a Trust we seek to recruit talented individuals who can not only help to build the success of our academies but also people who are engaging and passionate about everything they do.

For the role of Recruitment Administrator, we would expect candidates to demonstrate:

Experience

Desirable

- Previous HR experience and/or significant in-house recruitment experience is advantageous
- Expertise in using and maintaining database(s), including the production of reports - or the willingness to learn

Skills and abilities

Essential

- Have the ability to prioritise, work autonomously using your initiative and manage your own workload/diary; this is essential

Desirable

- Excellent communication skills, both written and oral, and excellent interpersonal/soft skills, e.g. tact, sensitivity, ability to listen, to be assertive when necessary
- Have the ability to be discreet and maintain high levels of confidentiality
- Be confident approaching candidates to market KMT as a training provider of choice
- Be able to cope with pressure and various deadlines, adopting a resilient mind-set
- The ability to work quickly, flexibly, effectively and positively in response to requests made/changed at short notice
- The ability to contribute to and work effectively within a team environment
- Have broad IT skills, including knowledge of social media platforms

Personal qualities and attributes

Desireable

- Have a genuine passion for working with and on behalf of a variety of people

As an organisation we feel it is important to hire with the right attitude which is why we will be looking for someone that is enthusiastic, focused, committed, reliable and resilient to the day to day pressures that a busy in-house recruitment function brings. This job description is not exhaustive and the successful candidate must be open-minded to new and changing responsibilities as the organisation continues to grow, with a keenness to be involved in various relevant elements of the business.

Apply

We're delighted that you're considering joining Leigh Academies Trust. To apply for this opportunity, please submit your online application via the job advert on our [current vacancies page](#).

We recommend taking the time to review the job description and person specification in order to also tailor your application to show how your skills and experience align with the role.

You'll need to have the following ready when applying:

- Personal details/contact information
- An up-to-date CV and/or personal statement
- Employment and education history
- Contact details for a minimum of 2 references

Join our Talent Network

If this is not quite the right opportunity for you, but you would like to stay in touch, you can join one of our Talent Networks today by [clicking here](#).

A member of the Recruitment Team will be in touch to help find the right role for you!

