



LEIGH
Academies Trust

Job Pack

Administrator (Apprentice)
Leigh Academy Minster

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



Leigh Academy
Snowfields



Leigh Academy
MINSTER

Job Title: Administrator (Apprentice)

Reports to: Office Manager

Location: Leigh Academy Minster/Snowfields Academy (Minster Campus)

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:

This is a very unique role providing experience working within both a mainstream and Special School setting. To proactively support the development of a dynamic learning community through effective delivery of administrative services across both academies and ensure all stakeholders' needs are met, both internally and externally. To promote the academies in a positive manner at all times to staff, pupils, parents and visitors.

Key Reception Responsibilities:

- Present a professional, welcoming service, greeting all visitors to Leigh Academy Minster/ Snowfields Academy (Minster Campus), organising refreshments as required, being courteous and effective at all times.
- Ensure the reception area is maintained at all times to a high standard.
- Undertake specific areas of responsibility, as allocated by the PA to Principal across both academies.
- Maintain security by issuing visitors' badges
- Answer, screen and forward incoming telephone calls answering queries where possible and redirecting appropriately
- Take delivery of incoming mail and distribute to relevant members of staff/pigeon holes in a timely manner
- Assist the administration team with various administrative tasks including photocopying and scanning, shredding and filing, and distribution of correspondence and marketing mailshots.
- Escort visitors and students between academies post.

Administration

- To coordinate multiple electronic diaries and manage meeting room bookings
- Assist the administration team with various administrative tasks including photocopying and scanning, shredding and filing, and distribution of correspondence and marketing mailshots.
- Assist the Education Health and Care Plan (EHCP) administration team with the booking of Annual Reviews.
- Oversee relevant mailboxes to include, but not limited, info (for both Leigh Academy Minster/



- Snowfields Academy (Minster Campus) and reprographics to ensure that all necessary communications are responded to by the relevant members of staff in a timely manner
- Centralise stationery and other office equipment resources, utilising an asset management system for larger/ more expensive items and place orders where necessary
 - Ensure that there is adequate stock of Trust and academy information in reception including newsletters and prospectuses.
 - Able to support parents/ carers with setting up accounts for the academy's online systems such as ParentPay and My Child At School.
 - Liaise effectively with all site staff including cleaning and catering personnel to ensure the academy offices and common areas of the school building are maintained to a high standard.
 - First Aid and Administering Medications.

Admissions

- Work collaboratively with the Office Manager to process all admissions through the correct systems for Leigh Academy Minster/ and Snowfields Academy (Minster Campus)
- Liaise with relevant staff to ensure that on-roll and off roll dates are clear and student details are added and removed correctly to the Management Information System to ensure that records are correct at all times.
- Oversee and work with the Trust IT team to ensure the Academy admissions webpages are up to date at all times
- Supporting the Central Admissions Officer with enrolling and onboarding students who join via In-Year admissions and following protocol when doing so

Marketing

- Work with the Trust IT Team to produce marketing material such as leaflets, banners, posters, etc
- To support the PA to the Principal for the compilation and yearly updating of the content of the Academy Prospectus.
- Support the PA to Principal as press liaison officer with ensuring the Academy receives a high profile within the local community.

Pupil Premium and Free School Meals

- To support the College Administrator with responsibility for Free School Meals to ensure that FSM system operates effectively for both the Academy and the Local Authority

Other Duties

- Maintain confidential and comprehensive records of all work undertaken
- Attend meetings relating to a range of pastoral needs of students as directed
- To support and attend academy events such as Open Evening/ Transition Evenings, as requested Undertake whole academy administration and ensure deadlines are met
- To oversee pupil medical matters as necessary



- To assist with providing cover for support staff absence in other colleges or reception where appropriate
- Comply with Health and Safety Regulations.

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 Administrator (Apprentice), we would expect candidates to demonstrate:

Qualifications and Training

Essential:

- 5 GCSEs at Grade C/4 or equivalent, including Mathematics and English.

Knowledge and Understanding

Essential:

- Computer literacy in usual office applications
- Ability to prioritise own workload

Skills and Abilities

Essential:

- Excellent organisational and planning skills with outstanding attention to detail
- Committed and enthusiastic
- Excellent attendance and time-keeping record

Desirable:

- Demonstrate a high level of initiative
- To provide a role model through their personal and professional conduct
- To be able to engage with students in a mature and professional manner

The post holder will also be expected to undertake any other tasks as reasonably required by the Principal or Governors to ensure the efficient and effective operation of the academy.

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!

