



LEIGH  
Academies Trust

# Job Pack

Administrator  
Leigh Academies Trust

# 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

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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](https://latcareers.org.uk/benefits)

## Our Mission: *Education for a better world*

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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:** Administrator (Professional Services)

**Reports to:** PA to Academies Director

**Location:** Leigh Academies Trust

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:

The Professional Services Administrator provides essential, high-quality administrative and organisational support to the Professional Services Department, including the Executive PAs and Governance team, to ensure the smooth and efficient operation of the Trust office.

## Key Responsibilities

- Act as a gatekeeper for the Professional Services Department
- 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 in a timely manner
- Maintain a computerised reservations system for the booking of meeting rooms
- Book taxis and couriers on behalf of Trust staff and visitors
- Liaise effectively with the site team, including cleaning and catering personnel, to ensure the offices, meeting rooms and common areas of the Trust office building are maintained to a high standard
- Liaise with the Finance team to ensure all catering costs booked through reception are charged to the correct team
- Assist the Professional Services Department with various administrative duties, including photocopying, scanning, shredding and filing
- Assist the Professional Services department with interview packs, as necessary
- Monitor office supplies and place orders where necessary
- Administrative support of Challenge Partner reviews
- Provide administrative support to the Executive PAs, Governance Professional and Governance Officers
- Book meeting rooms and refreshments at various sites for all Trust and Local Community Board meetings.
- Support the Governance team with the administration of suspension appeals, including merging of parents' and Principals' statements to form the pack in line with government guidance and refer back to academies to amend where they are not.
- Provide support for the management of complaints using the Trust software, Civica.



- Updating of mailing lists for Hearing Panels and Governance upon notification of a new starter or leaver
- Using LAT software, send text messages to Governors, reminding of board meetings/papers/hearings etc
- Deputise for the two Governance Officers and two Executive PAs when they are on leave or otherwise absent
- Publish term dates across all websites
- Assist in the creation, collation, and submission of free school applications
- Updating Governor contact details in the text messaging system.
- Manage and organise work of a confidential and complex nature, with considerable tact, diplomacy and a high level of commitment, customer care and flexibility
- Carry out other duties commensurate with the grade and general responsibilities of the post.
- Comply with Health and Safety Regulations

The key tasks outlined above are generic to the role of Professional Services Administrator. In addition, you will be expected to undertake the specific tasks as outlined by the Line Manager.

### 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

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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, we would expect candidates to demonstrate:

## Qualifications and Training

### *Essential:*

- Educated to GCSE level standard or equivalent (English and Maths A\*-C grade or equivalent).

### *Desirable:*

- Recognised qualification in business administration, office skills, or a related field.
- Training in specific administrative software or systems (e.g., ParentPay, MIS systems).

## Knowledge and Understanding

### *Essential:*

- Strong verbal and written communication skills, appropriate for effective interaction with colleagues, students, parents/carers, and other professionals.
- Ability to work constructively as part of a team, demonstrating an understanding of school roles and responsibilities, including one's own.
- Good standard of numeracy, literacy, and data skills, with the ability to absorb and understand a wide range of information.
- Ability to use a range of ICT packages and equipment effectively, demonstrating proficiency in common office software.
- Awareness of safeguarding principles and procedures within an educational context.
- Understanding of the importance of confidentiality and data protection in handling sensitive information.

### *Desirable:*

- Knowledge of school administrative processes, such as admissions, exclusions, and policy management.
- Familiarity with health and safety regulations relevant to an office environment.
- Understanding of basic financial procedures in an administrative context.

## Experience

### *Essential:*



- Experience of undertaking a diverse range of administrative duties in a busy office environment.
- Experience of maintaining accurate records and producing well-presented documentation.
- Experience of using a range of ICT packages for administrative tasks.

***Desirable:***

- Experience of working in an educational setting or similar public-facing environment.
- Experience as a lead administrator on a specific system (e.g., ParentPay).
- Experience in preparing agendas and taking minutes of meetings.
- Experience of providing reception cover or dealing with public enquiries.
- Experience in managing student data or health records.

## **Skills and Abilities**

***Essential:***

- Ability to build and form good relationships with students, parents/carers, and colleagues, fostering a positive and collaborative atmosphere.
- Strong verbal and written communication skills, enabling clear and effective interaction with diverse audiences.
- Good standard of numeracy, literacy, and data skills, with the ability to absorb and understand a wide range of information.
- Ability to use a range of ICT packages and equipment effectively, demonstrating proficiency in common office software.
- A methodical and accurate approach to work, ensuring precision in all tasks.
- Aptitude and desire to work collaboratively and flexibly, supporting others within a team.
- The ability to work effectively without supervision where appropriate, demonstrating initiative and reliability.
- The ability to work flexibly, prioritise tasks, multi-task efficiently, and perform well under pressure.
- Excellent literacy and numeracy skills, essential for producing high-quality letters, reports, presentations, and documents.
- The ability to generate statistical information from monitoring and evaluation systems/procedures.
- The ability to communicate effectively with professionals, parents, and staff, adapting communication style as needed.

***Desirable:***

- Proven ability to take initiative and adopt a creative approach to problem-solving.
- Demonstrated ability to deliver to given timelines and targets consistently.
- Strong analytical skills for understanding and interpreting data.
- Ability to train or guide others on administrative processes.



# 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!

