



Job Pack

**College Administrator
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

Job Title: College Administrator

Reports to: Head of College and PA to Principal

Location: Leigh Academy Minster

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 provide highly effective coordination of the academy office, supporting both the Head of College and PA to the Principal, and Senior Leadership Team with whole academy operations and administrative systems and processes. To provide comprehensive administrative and organisational support within the academy, ensuring the smooth and efficient running of day-to-day operations. The postholder will deliver high-quality administrative services to students, staff, and visitors, maintaining professional standards of communication and accuracy in all tasks. This includes managing correspondence, supporting student services, coordinating key administrative processes, and assisting with wider academy events and activities.

The role also involves acting as a first point of contact for internal and external enquiries, providing a welcoming and efficient service, and contributing to the effective functioning of the college

Key Responsibilities:

Academy Administration

- Oversee relevant mailboxes and phone lines to ensure that all necessary communications are responded to by the relevant members of staff in a timely manner and are responded to
- To coordinate multiple electronic diaries and manage meeting room bookings
- To advise and assist parents with urgent sensitive issues as required
- Format letters and documents in the Leigh Academy Minster house style ensuring that everything is accurately proofread and follows the agreed communications process
- To maintain accurate paper and electronic filing systems
- Overall responsibility for the storage of student files ensures that confidentiality is a priority at all times
- Administer and be able to navigate all academy systems such as ParentPay, Bromcom, Free School Meals, Uniform websites, MIS systems etc.
- To support the PA to Principal with the maintenance and accuracy of the Management Information System

College Administration

- To prepare reports using a range of data sources to inform the Senior Leadership Team in various aspects of the day-to-day running of the academy
- Support the College Leadership team with any of their whole school responsibilities for example Teaching and Learning Monitoring, Suspensions, Trips, Rewards, Behaviour, Inclusion and Co-curricular activities, new staff induction, Newsletters, Survey data analysis, Cover
- Undertake diary management and administrative tasks for the College Leadership Team. Ensure appointments and meetings are scheduled in a timely manner and with the appropriate members of staff
- Attendance Calling for student absences, providing support to the attendance officer within the College
- Arrange the purchase of supplies and services for the college and general administration and ensure deliveries are checked and any discrepancies are taken up with the Finance Manager.
- Working with the member of staff responsible for admissions to support new students into the College.
- Monitor Patrol Callouts for the College Leadership team
- To ensure that all students are in the correct uniform and to follow up any concerns with students/parents

Suspensions

- To prepare suspension letters, forms and packs
- Ensure students' individual behaviour logs on the Management Information System are updated following all suspensions to accurately record exclusions for the academy's pupil census.
- To liaise with College teams to ensure all paperwork is collated accurately and within a timely manner
- Ensure all suspension and exclusion paperwork is shared with relevant stakeholders including parents/ carers
- Organise reintegration meetings and where appropriate minute these

Trips and Co-Curricular Co-ordinator

- Support the Assistant Principal in delivering a diverse, high-impact trip program that aligns with the academic priorities and to keep an accurate report of all trips, events and co-curricular activities for their reporting.
- Set up and maintain the online booking system supporting the Assistant Principal, ensuring it's user-friendly and accessible to staff and parents/ carers
- Support Trip Leaders to ensure all relevant tasks relating to their trip or event are completed and communicated to relevant teams in agreed timelines, including, but not limited, to coach quotes and bookings, facilities forms, risk assessments, catering requirements and medical information
- Produce, review and distribute travel packs (administration and medical) for school trip leaders
- To track and collate parental payments and replies, following up on outstanding payments and setting up payment plans where required.
- To draft and issue parental communications regarding trips in liaison with the trip leader, responding to queries raised.
- Support the Assistant Principal with the administration of co-curricular events including accurate input and recording of student attendance.



- Publish forthcoming module co-curricular offering, trips and visits before the end of the preceding module so that they can be viewed by students and parents

Minibus Coordinator

- Support the Principal's PA with managing all aspects of operator licence compliance and regulatory requirements
- Support the Principal's PA with maintaining comprehensive records for drivers, vehicles, and bookings in accordance with licensing conditions
- Support the Principal's PA with overseeing driver licensing, DBS checks, medical certificates, and ongoing compliance
- Coordinate vehicle maintenance, MOT, and inspection schedules
- Develop and implement operational policies and procedures
- Manage booking systems and client relationships for the academy

Transition

- Support the Principal's PA and Assistant Principal to ensure good quality information about Year 7 pupils is collected from primary schools and information disseminated as required.
- To support the Assistant Principal in planning and organising the transition day of pupils from primary to secondary school
- To support and attend transition events such as open evenings, transition day/ evenings & welcome evenings in conjunction with senior leaders
- Support the Assistant Principal with monitoring attendance, behaviour, and academic progress of new Year 7s, using data to implement early intervention strategies.

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
- Assist the administration team with various administrative duties including photocopying, scanning, shredding and filing, and distribution of correspondence and marketing mailshots
- To oversee pupil medical matters as necessary
- To assist with providing cover for support staff absence in other colleges or reception where appropriate
- To support the PA in the management of efficient academy systems and processes including supporting all other administration staff

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 College Administrator, we would expect candidates to demonstrate:

Qualifications

Essential

- O'Level/ GCSE A-C pass grade/ new grade Level 4-9 in Mathematics and English.

Desirable

- Have training in aspects of SEN i.e. Dyslexia.

Experience

Desirable

- Experience working with children within a secondary setting.
- Experience working with children with special educational needs (SEN) in a secondary school setting.
- Administrative based experience.

Knowledge

Essential

- Commitment to the well-being of pupils, with up-to-date knowledge of and adherence to statutory safeguarding procedures and regulations.

Desirable

- Knowledge and understanding of the different social, cultural and physical needs of pupils
- excellent personal ICT skills.

Attributes

Desirable

- Appropriate role models of behaviour both in the classroom and around the academy.
- Care for children, particularly those who find learning and managing their behaviour challenging.
- Work effectively with colleagues and other adults within the wider community.
- Ability to inspire and motivate students.
- Excellent interpersonal and communication skills.
- Creative and innovative skills in finding new solutions.
- Passion for own continuous personal improvement.
- Effective organisational skills.

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!

