

Receptionist / Admin Assistant

Lightcliffe Academy

Nature of Contract	Permanent
FTE Salary	Grade B1, SCP 4 - 6, £23,144 - £23,893
Actual Salary	£16,464 - £16,997
Working Hours	30 per week (flexible) TTO + 10 days

Are you passionate about providing a high-quality, inclusive education? Are you looking to join a dedicated Academy Trust that genuinely invests in and develops their staff? Then apply today to join **Lightcliffe Academy**.

This is an exciting time for Lightcliffe Academy as it moves into the next phase of its improvement journey.

As a new member of staff, we will nurture, challenge, and support you. The post offers an opportunity to join an experienced team where creativity, innovation, and the ability to work collaboratively is valued.

We are looking for a dedicated individual who can:

- Display excellent communication skills and competency with Microsoft programs
- Bring enthusiasm and commitment to deliver high standards, supporting Trust's aim to educate, nurture and empower
- Be well organised with the ability to work to tight timescales

You will be:

- Someone who will support the Trust's Christian ethos as well as our shared mission and values.

Our Trust, a family of eight academies in the Anglican Diocese of Leeds and in the geographical areas of Leeds and Calderdale, shares a mission to work.

In Partnership to Educate, Nurture and Empower

We can offer:

- Friendly, welcoming academies with a strong Christian ethos as well as enthusiastic, well-motivated colleagues,
- A 24/7, confidential Employee Assistance Programme,
- Retail discounts/ offers at high street and online retailers, cycle to work scheme, discounted gym memberships, dental care,
- Free secure onsite parking,
- Membership of an excellent pension scheme.

How to apply:

[The role profile and application form are available on our website](#). You are advised to [read our recruitment guidance](#) which outlines our safer recruitment requirements and responsibilities, including pre-employment checks, and provides information about eligibility to apply.

Information about our Trust is [available on our website](#). Find out about Lightcliffe Academy, including the academy Safeguarding and Child Protection Policy, by visiting www.lightcliffeacademy.co.uk

To arrange a visit or find out more about the role, please contact Stephanie Hardaker on shardaker@lightcliffeacademy.co.uk

The closing date for this vacancy is 9:00am on Tuesday 24th September 2024 with interviews to be held soon after.

Applications can only be submitted up until the closing date. You are advised to submit your application at the earliest opportunity as the Trust reserves the right to close vacancies early if sufficient suitable applications have been received.