**SCHOOL ADMINISTRATOR**

**Lighthouse School, Leeds**

**Lighthouse School is a completely unique secondary school focussing on providing high quality, destination led learning for students with a diagnosis of autism.**

Are you looking for a job where each day is different and filled with challenging, fun and fulfilling experiences? Join us in a role where you go home with a sense of achievement, knowing that you have made a difference to the successful operation of our school and ultimately to the lives of our wonderful young people.

We have an exciting opportunity for School Administrator to join our truly unique school and to work within the Business Support Team creating accurate and timely documentation to support the efficient operation and compliance of our school.

**Address:** Arthington House, Hospital Lane, Cookridge, Leeds LS16 6QB

**Contract:** \*Full/part-time, permanent

**Range of hours:** Monday to Thursday 08:30-16:30 and Friday 08:30 to 16:00 (with a 30

minute unpaid lunch break each day)

**FTE salary:** £23,892.72 to £25,978.59 per annum (dependent upon experience)

**Actual salary:** Pro-rata dependent upon desired work pattern of successful candidate

**Weeks per annum:** 39 weeks including 5 additional days for the training days as published in advance in the school calendar on an annual basis.

**About the school:**

Lighthouse School Leeds is a ‘Good’ school with aspirations to be ‘Outstanding’ in the near future. We are a happy and vibrant community, where young autistic people learn, flourish and thrive. Currently, we have 90 students on roll aged 11 to 19 years. Students study a range KS3, Level 1/2 and Level 3 qualifications, including BTECs and GCSEs.

**About the applicant:**

We seek to appoint a personable and efficient School Administrator who strives to ensure the accuracy of all documentation processed, is well-organised and able to prioritise a busy workload, but remain calm and professional at all times. The need for flexibility in this role is essential, and a willingness to multi-task.

**About the role:**

To provide administrative support for family, student and staff – timetabling, record keeping, data entry, data retrieval and data analysis in MIS system (Arbor) for the Senior Leadership Team, Family Liaison team and Co-ordinators, including checking gaps in registers and creating reports.

This role comes with full training, induction and a range of benefits:

* **Salary** paid across 12 equal monthly instalments, and an increase each September (subject to Trustee approval and the finances of the school).
* **Mental health and wellbeing at the heart of everything we do -** our staff say they feel supported by the Senior Leadership Team and our Mental Health First Aider Team.
* **Access to a range of free health care services** including, Employee Assistance Programme offering free counselling (general/menopause), physiotherapy, 24/7 GP service, stress coaching, nurse support services, financial wellbeing coaching, surgical assistance programme, free flu vaccinations, and eye tests for VDU users. See [here](https://www.lighthouseschool.co.uk/docs/imported/Recruitment/lighthouse-school-staff-benefits-booklet-1.pdf) for more information.
* **Up to date autism specific training**, including person centred approaches, positive behaviour support strategies and understanding communication from our Speech and Language Therapists and our training and Wellbeing Teams.
* **Continuous Professional Development** including access to coaching, mentoring and supervision, as well as e-learning and online training courses.

Many of our staff have grown into roles both within school and externally, including Administrators, Teaching Assistants, Teachers, Wellbeing Tutors, Intervention Support, Behaviour Specialists and Educational Psychologists. Please refer to our [staff testimonials](https://www.lighthouseschool.co.uk/docs/imported/Recruitment/staff-testimonials.pdf) on the recruitment section of our website.

Please visit our [website](https://www.lighthouseschool.co.uk/) for a job description/person specification and further details regarding the role and our school.

Should you require any further information, require a tour of the school or have any queries please contact HR@lighthouseschool.co.uk.

Lighthouse School is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share this commitment. An enhanced DBS certificate is required for the successful applicant, and all newly appointed staff who have lived or travelled overseas for 12 months or more in the past 10 years will be required to undertake an overseas check as part of our pre-employment checks. Information can be found on the [government website](https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants/guidance-on-the-application-process-for-criminal-records-checks-overseas).

We are also committed to the equal treatment of all current and prospective employees and do not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply to join us and positively encourage you to choose a career at our inclusive school. You may be eligible for Access to Work interventions in order to assist you to return or remain in the workplace, eligibility information can be found on [government website](https://www.gov.uk/access-to-work/eligibility).

**\*We are also a DfE appointed Flexible Working Participant School and open to offering a range of flexible working options. Please share your preferences with our HR colleagues at your earliest opportunity in order that these can be fully considered.**

**Closing date:** **09:00 on Monday 8 July 2024**