



LEIGH
Academies Trust

Job Pack

Office Manager

Leigh Academy High Halstow

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
High Halstow

Job Title: Office Manager

Reports to: Principal

Location: Leigh Academy High Halstow

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:

- Ensure the effective operation of all aspects of the main school office, reception and wider school.
- To proactively support the development of a dynamic learning community through effective delivery of administrative services to meet the needs of every stakeholder.
- To promote the school in a positive manner at all times to staff, pupils and visitors.
- To support the Senior Leadership Team in a variety of tasks as required.
- The role encompasses administration, personnel administration, contracts management, recruitment and safeguarding procedures and working with the Estate Operations Manager in order to develop marketing and business links.

Key Responsibilities:

Administrative and Line Management

- Provide full administrative support to the Principal and Senior Leadership Team including diary management.
- Line management and review of the performance of the main office and administrative staff; planning and coordinating their activities and ensuring that deadlines are met, ensuring consistency.
- Organise the administrative division within the school involving word-processing, diary management and filing, dealing with telephone calls to guarantee an efficient and well-structured office system.
- Quality assure and proofread all correspondence produced from relevant staff. Ensure that the marketing policy is adhered to and consistently used.
- Undertake and academy administration and ensure deadlines are met.
- To clerk any meetings including preparation and distribution of all papers and minute taking, where necessary.
- Manage the document storage system ensuring that all records held in the academy main office, including pupil records and absenteeism, are secure, up-to-date and that confidentiality is a priority at all times, ensuring compliance with GDPR.
- Use G Suite for the majority of administration and storage tasks (GMail, Google Docs, Google Sheets, Forms Google Sites etc)
- Develop and maintain e-communications systems (across the academy and for residential



- trips).
- Ensure the provision of good, accurate and timely information to the Principal and other stakeholders to ensure that the school is managed effectively.
- Continually evaluate the effectiveness and seek to improve systems and processes in order to achieve the most effective outcomes for information gathering/retrieval and analysis leading to effective learning.
- Liaise with parents/carers, dealing with queries and/or concerns and ensuring they are directed to the most appropriate member of staff.
- To oversee pupil medical matters and liaison with the School Nurse.
- To update Academy Policies as relevant.

Staffing Needs

- Induct and train new administrative staff in addition to welcoming new staff from all areas to ensure that they are well informed.
- Have sufficient knowledge of systems and processes to arrange cover of the work of absent administrative staff, and in the event of long-term absence cover the essential tasks.
- Work closely with the Estate Operations Manager concerning Trust administrative and business matters.
- Identify the training and development needs and provide appropriate opportunities for individual development by means of performance management.
- Manage the school's personnel administration: provide personnel support to the Principal, Trust and staff and manage absence (including securing supply cover), recruitment, induction, training, development and appraisal of staff to ensure the delivery of high quality and effective service.
- Liaising with HR regarding new staff, changes to employment contracts and all other HR issues
- Under the guidance of HR, carry out checks for all new staff, volunteers, etc
- Follow procedures ensuring Safer Recruitment of staff, visitors and volunteers ensuring safeguarding of children. Update procedures in line with latest directives.

Admissions and Appeals Process

- Seek opportunities to promote the school to prospective parents, arrange tours, interviews and manage queries from parents as part of the management of Admissions (in-year and Reception).
- Work with the Principal and LAT on the admissions process, ensuring timely and effective advertising is created and published.
- Support the Principal by undertaking the administration relating to the appeals process.

Marketing and Correspondence

- Assist the SLT by typing correspondence and assisting with the administration for open events, organising the Admin Team support for Open Evenings and other main academy functions.
- Act as press liaison officer. Build up a relationship with local press in order to ensure the academy receives a high profile within the local community such as running good news stories.



- To be responsible for the compilation of the content of the School Prospectus. Liaise with graphic designer and Principal to ensure a professional document is published. Ensure all drafts are proofread and amendments are made.
- Work with the Trust IT Team to produce marketing material such as leaflets, banners, posters, etc.
- Be responsible for overseeing the academy website and social media pages and content. Ensure all information published is accurate and up to date. Source information to be placed on the website to make it interesting for all stakeholders e.g. 'Latest News'.
- Maintain the administrative information side of the school website.
- Oversee and be responsible for the academy newsletter.

Budgeting

- Ensure that the administrative budget is managed efficiently on a day-to-day basis.
- Oversee the purchase of supplies and services for general administration and ensure deliveries are checked and any discrepancies are taken up with the Finance Manager.

Academy Ethos

- To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
- Promote actively the academy's corporate policies.
- Comply with the academy's health and safety policy and undertake risk assessments as appropriate.

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



Leigh Academy
High Halstow

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 Office Manager, we would expect candidates to demonstrate:

Essential

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

Desirable

- Experience working with children within a secondary setting.
- Experience working with children with special educational needs (SEN) in a secondary school setting.
- Have good interpersonal and communication skills, both orally and in writing.
- To adhere to GDPR regulations and to ensure confidentiality at all times given the nature of this role.
- Excellent organisational and planning skills with outstanding attention to detail.
- Computer literacy in usual office applications including Word and Excel.
- Ability to be proactive and work on own initiative.
- Committed and enthusiastic.
- Excellent attendance and time-keeping record.
- Have the ability to work as a flexible member of a team.
- Ability to be proactive and work on your own initiative.
- Willing to contribute to the overall development of the school in a positive and committed way.
- Committed to the professional development of themselves and others within the team.
- Previous HR experience would be an advantage.
- Proven experience of communicating effectively and empathetically with young people, parents/carers, and adults from diverse backgrounds.

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!

