



L.E.A.D. Academy Trust
Lead • Empower • Achieve • Drive



School Administration Assistant

L.E.A.D. Academy Trust consists of 26 academies across Nottingham, Sheffield, Derby, Lincoln and Leicester and is recognised by Ofsted as a leading academy sponsor. Our academies are encouraged to lead and manage in a way that preserves their individual identity and responds to the specific needs of their young people and community.

This role represents an exciting opportunity to be part of something special, developing and supporting our Trust in improving education outcomes for children and young people. In the attached candidate pack you will find further information about the role and its responsibilities.

Bishop Alexander L.E.A.D Academy

We are a one-form entry academy with 220 pupils, which consists of a modern school building with extensive grounds. There is a diverse community, with 13 different home languages spoken, and pupils come from a range of backgrounds. We are passionate about pupils being able to 'see' themselves in our curriculum, and we pride ourselves on our inclusive ethos.

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post is subject to a Disclosure and Barring Service check.

Job details:

Contract type: Fixed Term

Salary pay scale and range: NJC 5-10

Working hours: 23 hours (Wednesday, Thursday, Friday)

Location: Newark

Benefits of working at L.E.A.D.

Competitive salary

Generous pension scheme

Continuing professional development

Access to physio services, occupational health and eyecare schemes

Employee assistance programme including free, confidential counselling services

Please see our Trust [website](#) for more information

Completed application forms should be returned to:

sallyh28@bishopalexanderacademy.co.uk

Overview of key duties:

- Manage the parental payment system
- Organise supply cover for staff absence
- Be involved in the recruitment process for new staff
- Manage orders and ensure value for money.
- Investigate ways to generate income and apply for grants
- Complete general administrative duties such as letters, texts and photocopying
- Undertake visitor compliance checks
- Manage incoming enquiries
- Dealing with incoming correspondence including calls, post and e-mails in a professional manner.
- Minute taking
- Ensure the office and entrance area is well presented, tidy and organised
- Ensure that all visitors are welcomed in a polite and professional manner, maintaining full compliance with the Visitors/Contractors On-Site Checks

Candidate requirements:

See Person Specification for full details, in candidate pack.

Closing date: Sunday 2nd June 2024

Contact me for an informal talk about the role or to arrange a tour of the school.



Mrs Sally Hade



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