



Administration Assistant

37 hours a week 39 weeks per year

LEAD NJC Salary Scale 5-10 FTE Salary £24790 - £26835(actual salary £21386)

This is a brilliant opportunity to join the team at Witham St Hughs Academy in May 2025 and play an important role in our relentless drive for continued success and become integral in shaping our Academy vision. This post offers a wonderful chance to become part of an exceptional team in our ambitious and forward-thinking Academy who in March 2024 achieved 'outstanding' across all areas during our Ofsted inspection. We are situated in the heart of a thriving and supportive community who always want the very best for their children. We are therefore looking for inspiring and dedicated professionals to contribute wholeheartedly to the direction of the Academy.

Applicants should have the ability to work in a busy office environment and have a comprehensive knowledge of the administrative aspects of an Academy and how these impacts on the quality of education. We believe that our children and families deserve the very best educational experiences and should be valued for who they are, and this position supports what we are always ultimately trying to achieve. We are specifically looking for candidates who:

- has achieved Level 2 qualification or beyond – ideally in an administration-related area
- experience of office organisation and systems
- show adaptability in your understanding and approach to office administration
- have exceptional communication skills and the ability to multi-task whilst maintaining composure and high expectations
- have very high expectations of all our stakeholders, and show empathy, consideration and care
- will actively contribute to the commitment of our dedicated and professional staff team

This post offers an exciting opportunity for you to:

- work with a fantastic team of professionals and amazing children
- contribute to the on-going development of our successful Academy
- be an integral member of LEAD Academy Trust: we aim to provide comprehensive professional development opportunities and partnership working

Please do visit our school website for further details about our school.

The closing date is Wednesday 23rd April 2025 at 12.00pm. Following shortlisting, interviews will take place week beginning Monday 28th April 2025.

Visits to the Academy are warmly welcomed. For further information or to arrange a school visit, please contact our School Finance Team by email at finance@withamsthughssacademy.co.uk or phone directly on 01522 869590.

As part of our safer recruitment policy, please use the following link to read our [safeguarding policy](#).

Lead Academy Trust are committed to safeguarding and promoting the welfare of young people and expect all staff and volunteers to share this commitment. All posts will be subject to an enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education". All shortlisted candidates will need to verify their eligibility to work in the UK at interview.