



# Witham St Hughs Academy, Lincoln

## Candidate Information Pack

Admin Assistant: 37hrs and permanent contract

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## Welcome from the CEO

L.E.A.D. Academy Trust comprises primary and secondary academies across the East Midlands. Our mission is to be a pioneering, confident, high-performing Trust with national and international influence.

We are determined to bring about change and improvement to education standards in the East Midlands by appointing visionary leaders who believe in the Trust's vision and values and are committed to making a tangible difference to the lives of children and young people.

As a Trust, we pride ourselves on the support and advice we give to all our leadership staff, enabling them to be exceptional leaders and teachers who can inspire both pupils and staff.

This role represents an exciting opportunity to be part of something special; developing and supporting our Trust in improving educational outcomes while retaining the school's individual identity and specific needs of their children, young people and community.

If you are ambitious, determined, energetic and passionate about education and want to join us on our mission, then we look forward to receiving your application.

**Diana Owen CBE**

**Chief Executive Officer**





## Our Academies

### Within our Trust, all academies strive to achieve:

- The highest standards of behaviour and conduct.
- Outstanding teaching and learning.
- A fully inclusive approach in which all children are equally important.
- A climate of mutual respect between the children, staff and community.
- Positive relationships.
- High aspirations for all involved with the school – a ‘can-do’ attitude.
- A wide range of enrichment opportunities for all to get involved in.
- A celebration of all the cultures and faiths represented in the school.
- An organisation in which there are no excuses for underachievement.

Pupils said that the school was ‘life changing’ and that they feel lucky to attend.

Witham St Hughs Academy,  
Ofsted report, March 2024

## L.E.A.D. Teaching School Hub

**‘Working together to lead the highest outcomes for all.’**

L.E.A.D. Teaching School Hub Lincolnshire was launched in 2021 as one of the 87 organisations to be awarded Teaching School Hub status by the DfE. The Teaching School Hub is designated to work with schools across Lincolnshire and throughout our Trust. It supports every school type and phase, including nursery, primary, secondary, special and alternative provisions.

The role of the Hub and the Trust is to promote the importance of high-quality continuing professional development, from Initial Teacher Training through to executive leadership, supporting teachers throughout their career in a sequential and cohesive way. During 2021/2022 the TSH delivered 167 days of CPD to 2,163 participants, supporting 233 schools in total. The ability to access this high-quality professional support is therefore a significant opportunity associated with joining our Trust.



## A message from the Headteacher

At Witham St Hughs Academy, we passionately believe that education is a lifelong journey and that it is our role, alongside parents, carers and the wider community, to educate our children for the long term and prepare them to have all of the skills necessary to become successful citizens, contributing fully to society. We pride ourselves on being a warm, welcoming and forward thinking academy in the heart of a thriving and supportive community.

Mr Richard Stock, Headteacher



## About Witham St Hughs Academy

Rated 'Outstanding' by Ofsted in March 2024, Witham St Hughs Academy in Lincoln is a primary school with 420 pupils. Our curriculum is ambitious and balances our pursuit of both academic excellence and personal growth and development. Our children are quite simply amazing and have a huge thirst for learning; we truly believe that they deserve the very best. With a fantastic new library, music pods, numerous small groups spaces and a wealth of technology, children have access to high quality provision and excellent resources.



Our curriculum ambition is to prepare our children for the challenges, changes and innovations of the 21<sup>st</sup> century and we must ensure that we provide our children with the right conditions for learning where they feel safe, happy and supported.

### Our Curriculum Vision

#### Witham children will:

- Become **resilient**, responsible and healthy adults
- Be confident, **respectful** and informed young people
- Be able to work in **unity** as articulate critical thinkers and problem solvers

#### We will:

- ensure **enjoyment** and achievement for all through nurturing passions and talents
- enable pupils to show **ambition** and acquire powerful knowledge and access new opportunities that take them beyond their own experience

*Show ambition for all – preparing and exposing our children to the challenges, changes and innovations of the 21st century*



## Values culture and expectations

Our Academy values form the heart of our expectations and are constantly reinforced throughout the delivery of our ambitious curriculum. It is our intention that our children leave our Academy both academically and socially able and confident. We constantly strive to ensure that our experiences go above and beyond and our recent Ofsted inspection in March 2024 highlighted this very clearly. We know that our culture really does support ensuring our children have an exceptional learning experience.



L.E.A.D. Academy Trust  
comprises of:

**24**  
primary

..... and .....

**3**  
secondary  
academies

..... across .....

**5**  
geographical  
regions

..... with .....

**11,000**  
pupils

..... and .....

**1,500**  
members  
of staff





## Benefits of being part of L.E.A.D. Academy Trust for Teaching staff

We recognise that successful people place value on a range of benefits associated with their careers, including receiving professional recognition, commensurate financial reward, job satisfaction, opportunity to innovate and a balanced approach to work and personal time. We place value on these aspects too.

### Employee benefits from day 1

1. National teacher pay and conditions, including generous TPS scheme with minimum 23% employer contribution rate.
2. Superb CPD opportunities via various established routes including dedicated Teaching School Hub.
3. Access to Trust EAP service: 24/7 free advice on range of issues and wellbeing counselling.
4. Free eyecare vouchers and flu jabs.
5. Access to free Occupational Health Service, including physiotherapy service.
6. Access to free staff discounts and cashback for a huge range of products.

### Ofsted feedback

*"Leaders and staff are highly ambitious for all pupils. They take their responsibility to the pupils and the community very seriously. This is seen in their careful work to develop a knowledge-rich curriculum that promotes character development and raises aspiration."*

**Radford Academy Ofsted Report, Jan 2023**

*"Staff feel that leaders are considerate of their well-being. They talk about leaders being approachable."*

**Bishop Alexander Academy, March 2023**

*"Staff value the training that they have had and the time to develop subject leadership roles. Teachers at the early stage of their career feel well supported and valued as members of staff."*

**Forest Lodge Academy, June 2022**



**“Pupils’ behaviour is exemplary.  
They live and breathe the school’s  
values of resilience, respect, unity  
enjoyment and ambition.”**

*Ofsted report, March 2024*

# Benefits of being part of the Trust



## Annual leave



Teachers enjoy up to 13 weeks annual leave during school holidays. This is in addition to any bank holidays or statutory holidays.

Support staff benefit from an enhanced holiday allowance, starting at 26 days up to a maximum of 36 days, pro-rata for term time only staff. The allowance is dependent on the role and amount of service increasing after 5 and 10 years service.



## Competitive salary

All Trust roles (except apprentices) offer a minimum hourly rate above National Living Wage, with salary progression.



## Pension scheme

Teacher's Pension Scheme or LGPS, with generous minimum employer contribution of 17.4% plus life cover.



## Online GP service

24/7 access to online GP consultations, providing advice, diagnosis, referrals, and ongoing support for all staff.



## Flu vaccinations

Free seasonal flu vaccinations for employees who are not otherwise eligible, ensuring health and wellbeing.



## CPD

Individual development plus high quality professional development through the L.E.A.D. Teaching School Hub for teachers.



## Employee Assistance Programme

Free 24/7 support for employees, offering counselling and resources for emotional, financial, and legal issues.



## Free eye test

Free eye test every two years for regular computer users, reimbursed through expenses to promote wellbeing.



## Occupational Health

FREE services available to support employee well-being and promote a healthy work environment.



## Physiotherapy services

Access to free physiotherapy to aid recovery, support physical health, and promote overall employee wellbeing.



## Access to discounts

Exclusive discounts and cashback on travel, shopping, insurance, and utilities through Discounts for Teachers and Teacher Perks.



## Travel expenses

Business travel expenses reimbursed at the HMRC maximum mileage rate to support staff travel needs.



## Car Benefit Scheme

Offset part of your salary for a brand new electric or plug-in hybrid car, including insurance, servicing, and more.

Further information about our benefits can be found on the Trust website





## How to apply

Please send a completed application form and covering letter explaining your interest in the role and how you meet the person specification to: [finance@withamsthughacademy.co.uk](mailto:finance@withamsthughacademy.co.uk)

**CLOSING DATE: Wednesday 23<sup>rd</sup> April 2025**

**INTERVIEWS:** We expect this to take place the week beginning: **Monday 28<sup>th</sup> April 2025**

Applications will be reviewed upon receipt, therefore shortlisted candidates may be contacted in advance of the closing date.

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

For an informal, confidential discussion about this opportunity, please email: [finance@withamsthughacademy.co.uk](mailto:finance@withamsthughacademy.co.uk)



*"I love working within a forward-facing organisation that prides itself on professional development opportunities"*

Emily Broadley, Deputy Headteacher,  
Witham St Hughs Academy



## Job description

### Key responsibilities

|                         |   |
|-------------------------|---|
| <b>Role:</b>            | Admin Assistant   |
| <b>Responsible for:</b> | Assisting with teaching and learning and associated activities in accordance with school policies and procedures. |
| <b>Responsible to:</b>  | School Office Manager   |
| <b>Pay Scale:</b>       | LEAD NJC 5 – 10 - FTE Salary £24790 - £26835(actual salary £21386)<br>37 hours for 39 weeks a year                |

At L.E.A.D. we have a strong vision and four core principles, to lead, empower, achieve and drive, that you will be expected to demonstrate in your working practices.

### Purpose of Role

To work as part of a team ensuring the school office runs efficiently, whilst maintaining a friendly and professional service to the community, colleagues and governors.

To role model high standards, as the first point of contact for most visitors and enquiries to the school.

### Key Duties

- Ensuring that all visitors are welcomed in a polite and professional manner, maintaining full compliance with the Visitors/Contractors On-Site Checks.
- General administration duties, such as preparing letters, texts and handouts.
- Ensure that Keeping Children Safe in Education statutory guidance underpins all interaction with visitors, contractors and agency staff on site.
- E-mail management and responding where appropriate and acting as the initial contact for enquiries
- To process the school dinner systems in place within the academy.
- Carry out first day absence calling and report to SLT unexplained absences.
- On occasion may be required to accompany another with home visits.
- Process holiday fines.
- Report collation and information gathering, general administration, business analysis and any other duties as required by school management (e.g.; persistent absence monitoring)
- Ensure pupil attendance is monitored and highlight to SLT any areas of concern.
- Providing an accurate and confidential administrative service, including typing of correspondence, spreadsheets and presentations.
- Dealing with incoming correspondence including calls, post and e-mails in a professional manner.

- Hold a first aid certificate as required by the school.
- Assist with pupil first aid / welfare duties, looking after sick children, liaising with parents / staff etc. administering medication when necessary, in accordance with the school policy on administering medication.
- Undertaking ad hoc projects when appropriate
- Ensure the office and entrance area is well presented, tidy and organised.
- Process online payment system for parents to pay for trips/afterschool clubs etc.

### **School Specific Responsibilities:**

- Contributing to the overall ethos and Academy priorities.
- Assist with the recruitment processes, receive application forms, respond to applicants, ensure interview packs are prepared, ensure pre-employment checks and paperwork are in place.
- Assist with the organisation of sport events ensuring Evolve is used effectively
- Admissions, including managing reserve list, liaising with SLT regarding provision and visits, managing all new starter/leaver processes
- Completion of the census
- Playing a full part of the life of Witham St Hughs Academy to support its vision and values.
- Promoting Equality and diversity in all aspects of work.
- To train as a first aider.
- To attend and support the pastoral team at meetings and events.
- In conjunction with the line manager, take responsibility for personal professional development.

### **Influencing and Managing Relationships:**

- Headteacher
- L.E.A.D. Central Support
- External agencies
- Parents and carers
- Governors
- Senior Leadership Team
- Staff

As this job description cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.

## Person specification

The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The two right-hand columns provide guidance as to whether these items are essential (E) or desirable (D) criteria.

|   |  |   | E | D |
|---|--|---|---|---|
| 1 | <b>Skills, knowledge and aptitudes</b> | The L.E.A.D Admin Assistant should have:  |   |   |
|   |  | <ul style="list-style-type: none"> <li>Ability to build and form good relationships with colleagues, senior leaders and external visitors</li> </ul>          | E |   |
|   |  | <ul style="list-style-type: none"> <li>High level of oral and written communication skills</li> </ul>   | E |   |
|   |  | <ul style="list-style-type: none"> <li>Able to use all MS Office programs particularly Word, Excel and Outlook</li> </ul>                                     | E |   |
|   |  | <ul style="list-style-type: none"> <li>Able to work to tight deadlines, managing and prioritising time effectively</li> </ul>                                 | E |   |
|   |  | <ul style="list-style-type: none"> <li>Self-starter, with and ability to work independently &amp; use own initiative to overcome obstacles</li> </ul>         | E |   |
|   |  | <ul style="list-style-type: none"> <li>Efficient and meticulous in organization</li> </ul>  | E |   |
| 2 | <b>Qualifications and Training</b>     | The L.E.A.D Admin Assistant should have:  |   |   |
|   |  | <ul style="list-style-type: none"> <li>Studied to a minimum standard of GCSE (grade A* - C), or equivalent, in English and Maths</li> </ul>                   | E |   |
|   |  | <ul style="list-style-type: none"> <li>Further education qualifications in related fields, e.g.: NVQ Business Administration</li> </ul>                       |   | D |
|   |  | <ul style="list-style-type: none"> <li>To hold a first aid certificate or be willing to undertake training</li> </ul>   | E |   |
| 3 | <b>Experience</b>                      | The L.E.A.D Admin Assistant should have:  |   |   |
|   |  | <ul style="list-style-type: none"> <li>Experience of working in a school or academy trust environment</li> </ul>  | E |   |
|   |  | <ul style="list-style-type: none"> <li>Excellent interpersonal skills and be able to communicate effectively with pupils, parents and school staff</li> </ul> | E |   |
|   |  | <ul style="list-style-type: none"> <li>Recent experience of working in a similar role</li> </ul>  |   | D |
| 4 | <b>Personal Attributes</b>             | The L.E.A.D Admin Assistant should have:  |   |   |
|   |  | <ul style="list-style-type: none"> <li>Have an openness to learning and change</li> </ul>   | E |   |

|   |                             |   |   |  |
|---|-----------------------------|---|---|--|
|   |                             | <ul style="list-style-type: none"> <li>• Have a positive attitude to personal development and training</li> </ul>   | E |  |
|   |                             | <ul style="list-style-type: none"> <li>• Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility</li> </ul> | E |  |
|   |                             | <ul style="list-style-type: none"> <li>• Confidentiality</li> </ul>   | E |  |
|   |                             | <ul style="list-style-type: none"> <li>• Organisational skills</li> </ul>   | E |  |
|   |                             | <ul style="list-style-type: none"> <li>• Commitment to make a difference</li> </ul>   | E |  |
|   |                             | <ul style="list-style-type: none"> <li>• Tact</li> </ul>  | E |  |
|   |                             | <ul style="list-style-type: none"> <li>• Teamwork</li> </ul>  | E |  |
| 5 | <b>Special Requirements</b> | The L.E.A.D Admin Assistant should have:  | E |  |
|   |                             | <ul style="list-style-type: none"> <li>• This role is subject to an enhanced DBS</li> </ul>   | E |  |
|   |                             | <ul style="list-style-type: none"> <li>• Other relevant qualifications</li> </ul>   | E |  |



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

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