



LEIGH
Academies Trust

Job Pack

Talent & Development
Administrator
Leigh Academies Trust

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

Job Title: Talent & Development Administrator

Reports to: Head of Talent & Development

Location: Leigh Academies Trust Head Office

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:

To support the Trust's Talent and Development Team with all areas of recruitment administration and supporting candidates through the recruitment journey. Your focus will be primarily on the recruitment (talent) side of the team, with occasional support to the Development side as required. You will provide support across the full recruitment cycle, selection process and onboarding process, ensuring that we offer a first-class candidate experience that is efficient, professional and informative. You will work with and support all members of the Talent and Development Team on different projects and tasks, and regularly liaise with members of the HR Team.

Key recruitment markets that this role encompasses:

- All non-teaching roles, including academy-based and Head Office
- Qualified teachers
- Leadership
- To have good knowledge of trainee teacher recruitment and apprenticeship recruitment

Recruitment and Onboarding

- Support the candidate attraction process, including preparing job adverts and profiles, and managing adverts on our e-recruitment system from posting through to closing or extension.
- Create and maintain a library of recruitment marketing content, including role specific social media tiles that can be used both by the Trust and by individual academies to promote vacancies.
- Produce, post and maintain content across all recruitment social media channels and platforms.
- Answer general telephone calls and enquiries coming into the team, including candidate queries and shared inboxes, escalating to the Recruitment Advisors when necessary.
- Maintain accurate and up to date recruitment tracking systems and spreadsheets.
- Support the candidate selection process, including arranging interviews, preparing and collecting panel documentation, and keeping candidates and systems updated on outcomes.
- Support shortlisting as required.
- Support onboarding, including welcome communications, reference and background checks, and identifying and resolving any gaps in candidate information.



- Maintain safeguarding compliance across recruitment activity, including Keeping Children Safe in Education requirements and safer recruitment training records for hiring managers and interview panels.
- Support the planning and delivery of recruitment events and marketing campaigns, including logistics and ordering resources.
- Administer recruitment-related financial processes, GDPR data requests and the staff referral scheme.
- Maintain JobTrain user access and support wider system administration.
- Support trainee and apprenticeship recruitment administration, including chasing outstanding documentation.
- Carry out research to support the Trust's talent and recruitment strategy, and ensure all recruitment activity reflects the Trust's brand.

General Responsibilities

- Maintain accurate filing, scanning and archiving of recruitment records, saved correctly across shared systems.
- Support ad-hoc projects and wider team priorities as required, including occasional support to the Development side of the team.
- Contribute to Talent and Development Team meetings.
- Handle incoming calls and enquiries in a professional and efficient manner.
- Maintain confidentiality and data protection standards at all times.
- Identify opportunities to improve administrative efficiency, and undertake other reasonable duties to support the Trust's goals.

What you need to perform this role successfully:

To be successful, you need to be an outstanding administrator with a passion for working in a busy and fast-paced recruitment environment, with the ability to organise and prioritise a varied workload. You may have experience in a similar role and are now looking for a new challenge in a friendly and supportive team. You'll be professional at all times and have a genuine passion for communicating with a variety of candidates and members of staff within the Trust, promoting Leigh Academies Trust as an employer of choice.

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

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 Administrator, we would expect candidates to demonstrate:

Criteria	Essential	Desirable
Qualifications		
GCSE (or equivalent) in English and Maths (Grade 4/C or above)	✓	
A business administration or related qualification (e.g. NVQ, diploma)		✓
Experience		
Previous experience in an administrative role	✓	
Experience communicating confidently with a range of internal and external candidates, colleagues and stakeholders	✓	
Experience within a recruitment, HR or education setting		✓
Experience using recruitment or HR systems (e.g. an applicant tracking system)		✓
Experience creating content for social media or marketing purposes		✓
Skills and Knowledge		
IT literate, confident using Microsoft Office/ Google Suite and other online systems	✓	
Strong written and verbal communication skills	✓	
Excellent organisational skills, with the ability to manage a varied workload and meet deadlines	✓	
High level of accuracy and attention to detail	✓	
Understanding of confidentiality, data protection and safeguarding requirements	✓	
Personal Qualities		
Friendly, approachable and well mannered	✓	
Punctual and reliable	✓	
Committed and conscientious, with a proactive approach to work	✓	
Flexible, with a willingness to work well as part of a team	✓	
A genuine commitment to safeguarding and promoting the welfare of children and young people	✓	



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!

