

Join Our Team

Role

Main Office, First Aid

& Student Assessment Administrator

£18,750 to £19,377

Leeds West Academy





Welcome to Leeds West Academy

We are delighted that you are considering
joining Leeds West Academy.

We are proud to be a school at the heart of our community, where strong relationships, high expectations, and a shared sense of purpose underpin everything we do. As recognised in our Ofsted inspection, Leeds West Academy is a happy and inclusive school, where students feel valued, supported, and able to thrive.

Our work is guided by our core values of Care, Commitment and Community. These are not just words; they shape the daily experience of every student and colleague. We are committed to creating an environment where every young person feels safe, seen, and supported to achieve their very best.

We are ambitious for every student and every member of staff. Through strong teaching, clear routines, and a culture of belonging, we support young people to grow in confidence, achieve well, and feel part of something meaningful. At the same time, we invest in our colleagues, creating a culture of professional excellence where staff are supported to develop, collaborate, and lead improvement.

Leeds West Academy is on a journey of Evolving Excellence: a shared commitment to strengthening our practice and securing the best possible outcomes for our students, driven by the belief that every child deserves an exceptional education and the opportunity to flourish.



About Leeds West Academy

Leeds West Academy is an ambitious and inclusive secondary school serving west Leeds. As part of the White Rose Academies Trust, we are committed to providing an exceptional education so every student can succeed, regardless of their starting point.

Our work is underpinned by a clear moral purpose: to unite and inspire our community through education, opportunity, and aspiration, so every young person can secure a successful future. This is brought to life through a consistent approach to teaching, learning, and culture:

- **Clear routines and expectations** that create calm, purposeful learning environments
- **An ambitious, well-sequenced curriculum** that builds knowledge and skills for success
- **Inclusive practice** that removes barriers and enables every student to access learning
- **A strong focus on literacy**, ensuring students read, write, and communicate with confidence

Our teaching is rooted in shared practice and professional clarity, supporting strong planning, adaptive teaching, and regular checking of understanding. We are equally committed to wider development, with opportunities for leadership, enrichment, and careers education that build confidence and belonging.

Strong partnerships with families and the community ensure Leeds West Academy is inclusive, responsive, and impactful.



LWA in
Numbers
—
Evolving
Excellence

150

staff members
supporting our
students in their
education.

30+

languages spoken
across our
student and staff
community.

1,500

students educated
at Leeds West
Academy
every year.

£5.9m

of investment
in the academies
facilities in the last
5 years.

10%

of students
join through our
Performing Arts
Specialism.

Job Description and Person Specification

Post Reference: 2857

Job Title: Main Office, First Aid & Student Assessment Administrator

Academy Name: Leeds West Academy

Grade: C2: 17-19. Actual Salary: £18,750- £19,377

Hours: 26 hours per week, term time only plus 5 days

Accountable to: Academy Business Manager/Operations Manager & PA

Job Description

Role:

To support to the Academy Business Manager & Operations Manager & PA in managing daily tasks and ensuring the smooth operation of the Academy.

Working with the Academy Business Manager and Operations Team and on leading and managing an excellent administration and operational provision across the academy providing clear direction and oversight on day-to-day activities.

NB: All post-holders at the White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the academies. Keeping Children Safe in Education and the guidance for Safer Working Practices directs the work of every adult working at or associated with the White Rose Academies Trust.

Administrator Office Support & Student Assessment

Purpose of the Role

To provide high-quality administrative and operational support to the school office & operations team during periods of high call volume, assist with first aid duties, and coordinate the administration and processing of Year 10 student assessments. The postholder will support the smooth running of assessment activities, including preparation, analysis of results, record keeping, and associated paperwork.

Office Administration & Reception Support

- Support the main office during high-volume periods of incoming calls and enquiries.
- Support the main office with operational administration tasks assigned by the ABM, Office Manager or Operations Leaders
- Respond professionally and efficiently to telephone calls, emails, and visitors.
- Take accurate messages and ensure timely communication with relevant staff.
- Assist with general administrative duties including filing, photocopying, data entry, and document preparation.
- Maintain confidentiality and accuracy when handling student and staff information.
- To contribute to the reprographics function across the academy ensuring all printing is coordinated efficiently

First Aid & Medical Support

- Provide first aid support to students and staff in line with school procedures.
- Maintain accurate records of incidents, treatment, and communication with parents/carers.
- Monitor and restock first aid supplies where required.
- Liaise with pastoral teams and parents regarding student welfare concerns.

All Year Group Assessment Administration

- Coordinate the administration of all year group assessment activities.
- Prepare assessment schedules, student lists, registers, and associated documentation.
- Organise assessment materials and ensure accurate distribution and collection.
- Support the delivery of assessment sessions and provide administrative assistance to teaching staff.
- Ensure assessment paperwork is completed accurately and stored securely.

Analysis of Results & Reporting

- Input, maintain, and analyse assessment data using school systems and spreadsheets.
- Produce reports and summaries of assessment outcomes for staff and leadership teams.
- Identify trends or gaps in data to support student progress monitoring.
- Assist with preparation of student assessment records and documentation.
- Ensure deadlines for data collection and reporting are met.

Additional duties:

- Break and lunchtime supervisory duties as required.
- To analyse and evaluate data/information and produce reports as required.
- Additional responsibilities as directed by the Academy Business Manager when necessary to ensure the effective running of the Academy.
- Any other duties commensurate with the post

Equal Opportunities:

- Promote equality of opportunity so that all children, young people, and families can access and benefit from our Trust.
- Support the wellbeing, safety, and success of all students and young people, enabling positive educational and life outcomes.

Professional Responsibilities

- Uphold the professional standards expected of all academy staff in all interactions with colleagues, students, parents/carers, and the wider community.
- Act in accordance with the values, aims, and mission of the academy and White Rose Academies Trust.
- Contribute positively to the continuous improvement of the academy and to personal professional development through participation in training, meetings, appraisals, and by sharing ideas for improvement.

- Work collaboratively as a positive and supportive member of the team, recognising when to seek advice, guidance, or support.
- Apply academy and Trust policies and procedures consistently in all aspects of the role.
- Engage in reflective practice and appropriate continuing professional development (CPD) to improve effectiveness and maintain high standards.
- Contribute to the wider life, ethos, and objectives of the academy, including attendance at relevant meetings, training days, and events as required.

Safeguarding, Compliance and Conduct

- Comply with all academy and Trust policies and procedures, including those relating to safeguarding and child protection, health and safety, security, confidentiality, and data protection, and report any concerns promptly to the appropriate person.
- Take responsibility for safeguarding children and young people and for promoting their welfare, in line with statutory guidance and academy procedures.
- Maintain appropriate professional boundaries and conduct at all times.

Whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks can be identified. The job description may be amended by the Principal or Accounting Officer to reflect or anticipate changes to the role, commensurate with the grade and job title.

The post-holder may be required to undertake additional duties, as reasonably requested, to ensure the effective operation of the academy.

The Governors and Principals of White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and to ensuring that safer recruitment practices are in place.

White Rose Academies Trust values diversity and seeks to create a workforce that reflects the communities it serves. Applications are welcome from all individuals regardless of sex, sexual orientation, race, religion or belief, marital status, age, or disability.

White Rose Academies Trust expects all staff and volunteers to share this commitment. Appointments will be subject to Safer Recruitment procedures, including an enhanced Disclosure and Barring Service (DBS) check. A criminal record will not necessarily prevent employment; this will depend on the nature of the offence and the circumstances.

This role involves contact with children and constitutes regulated activity. It is an offence to apply for this role if you are barred from engaging in regulated activity relating to children.

Person Specification

It is essential that the candidate should be able to demonstrate the criteria for the post within the context of the specific duties and responsibilities of the role: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements. Candidates are not required to meet all the desirable requirements, however these may be used to distinguish between acceptable candidates.

You should be able to demonstrate that you meet the following criteria which are all essential:

E = Essential D = Desirable

Measured by:

A = Application Form

T = Test/Exercise

P = Presentation

I = Interview

R = References

Qualifications

E	GCSEs (or equivalent) in English and Maths at Grade C / 4 or above	A
E	Evidence of relevant administrative, operational or professional development	A I
D	A qualification in business administration, office management, operations or a related field	A
D	Health & Safety qualification (e.g. NEBOSH, IOSH Managing Safely or equivalent)	A
D	Project management, compliance or leadership qualification	A

Knowledge and Experience

E	Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application	A I R
E	Knowledge, understanding and commitment to safeguarding and promoting the welfare of students	A I R
E	Ability to form and maintain appropriate relationships and personal boundaries with students	A I R
E	Experience of preparing agendas, taking accurate minutes and circulating papers	A I
E	Experience of drafting high-quality correspondence, reports and official documentation	A I
E	Experience of liaising with a wide range of stakeholders including parents, governors, local authorities and external agencies	A I
E	Experience of handling sensitive and confidential information with discretion	A I R

E	Excellent telephone manner and communication skills.	A I
E	Experience of organising and supporting academy events across the academic year	A I
E	Ability to work independently and as part of a team	A I
D	Experience of working within an education, academy or MAT setting	A I
D	Experience supporting student assessments or examinations	A I
D	First Aid qualification or willingness to undertake training	A I
D	Experience analysing data and producing reports	A I

Skills and Competencies

E	Outstanding organisational and time management skills with the ability to prioritise competing demands	A I
E	Excellent written and verbal communication skills	A I
E	Ability to operate with initiative, anticipating needs and resolving issues proactively	A I
E	Ability to build effective professional relationships at all levels	I R
E	Strong attention to detail and accuracy	A I
E	Ability to manage complex calendars and schedules efficiently	A I
E	Confident IT skills including Microsoft Office, OneNote, calendars and data systems	A I
E	Ability to analyse information and contribute to reports and KPI discussions	A I
E	Ability to work calmly and effectively under pressure and to deadlines	I
D	Knowledge of Health & Safety compliance and representing the school for this area of work	A I
D	Ability to support or lead investigations, audits or inspections	A I

Behavioural and Other Characteristics

E	Committed to continuous improvement	A I
E	Carry out all duties having regard to an employee's responsibility under Health & Safety Policies	A I
E	Willingness to actively participate in training and development activities to ensure up to date knowledge, skills, and continuous professional development	A I
E	Demonstrates a positive, proactive and solution-focused approach	I R
E	Maintains professionalism, integrity and discretion at all times	I R
E	Committed to continuous improvement	I R

E	Willingness to work flexibly and attend meetings or events outside normal hours when required	I
E	Willingness to actively participate in training and development activities to maintain up-to-date knowledge and skills	A I

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced DBS check. Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age, or disability.

Application Process

1

Complete Application Form

Click Apply Now and complete the form via My New Term, including your full employment history.

2

Application Reviewed

Your application will be reviewed against the person specification and role criteria.

3

Shortlisting

The panel confirms shortlisted applicants.

4

Interview Invitation

Shortlisted candidates will receive details of the interview process and day.

8

DBS Application

Complete your DBS application and pre-employment health questionnaire via our 3rd party providers.

7

Next Steps from HR

HR will contact you about pre-employment checks and any missing documents or history queries.

6

Appointment Confirmed

You'll be contacted after interview. If successful, confirm acceptance for your HR offer.

5

Interviews

Attend the interview with three original IDs and your listed qualifications, with your completed self-disclosure form.

9

Employment Checks

HR complete all remaining pre-employment checks including overseas and employment gap history.

10

Checks Reviewed

Once complete, checks are reviewed against our statutory and legal obligations.

11

Start Date Agreed

Your line manager will agree a start date with you. HR will then issue your contract.

12



My WRAT Journey



2020
Teacher of English

2021
Teacher of Spanish

2022
Curriculum Leader
of Modern Foreign
Languages

"Leeds West Academy has been a place for me to flourish and develop as a leader with a strong support network at the core of what we do. There's a strong community who always strives to enrich the lives of the children we serve. That to me is inspiring every day."

Constanza Abarca *Curriculum Leader of MFL*

Staff Benefits



Flexible Working

We offer flexible arrangements including term-time only, part-time, and job share opportunities.



Employee CycleScheme

Purchase a bike and accessories through our salary sacrifice scheme for a healthier, greener commute.



Annual Leave Entitlement

On top of 25 days annual leave, plus bank holidays. Support staff receive an extra 5 days after 5 years' service.



Supporting Staff Discounts

We support all education staff in accessing Discounts for Teachers, Teacher Perks and Blue Light Card.



Pay Awards

Benefit from nationally agreed terms, including STPCD or NJC Green Book, as well as the Real Living Wage.



Eye Test Vouchers

Free eye tests and up to £69 towards glasses are provided for Display Screen Equipment (DSE) users.



Employee Pension Scheme

Staff are automatically enrolled in either the Teachers' Pension Scheme or LGPS.



Free Flu Jabs

To keep our staff safe and protected we offer free flu jab vouchers to all employees across the trust.



Real Living Wage

The trust is proud to confirm that we pay all staff in line with the real living wage £13.45ph.



Car Parking

We ensure all colleagues benefit from free on-site parking at all four of our academy sites.



Employee TechScheme

Salary sacrifice is available to purchase the latest tech after probation.



Family Friendly Policies

We support work/life balance with family-focused policies, including emergency and special leave.



Staff Wellbeing



Employee Assistance Programme

All staff and families can access Health Assured's confidential wellbeing support service with app access.



Mental Health First Aiders

Whether you just need someone to talk to, or you're facing emotional challenges, our MHFAs are on hand.



Headspace

Free access to Headspace to support mental health with meditation and mindfulness tools.



Dedicated Wellbeing Reps

Reps are here to listen to colleague feedback and organise wellbeing initiatives tailored to each academy.



Wellbeing Wednesdays

No more hump day slumps with our midweek breakfast for all staff, served from 7:45am in our refurbished canteen.



Colleague Recognition Schemes

We have a variety of schemes that allows our staff to be recognised and thanked for their hard work.





My WRAT Journey



2012
Teacher of PE

2016
NQT Coordinator

2019
SENDCO

2022
WRAT Inclusion
Network Leader

2024
Director of Inclusion

"Leeds West Academy has been the perfect environment for my professional growth. Starting on a temporary contract as an early career teacher, I've had many opportunities to develop my skills and progress. I enjoy working alongside compassionate, dedicated colleagues who always put students at the heart of everything they do."

Lindsay Bishop West *Director of Inclusion*

What Our People Say...

"Leeds West is a great school and so is the performing arts industry here. I love dancing, singing and acting and this school has helped me express that. The shows are incredible as well as the teachers. All specialism students would say the same."

Adriana *Year 7*



"Leeds West Academy has been a place for me to flourish and develop as a leader with a strong support network at the core of what we do. There's a strong community who always strives to enrich the lives of the children we serve. That to me is inspiring every day."

Callum Appleby *Curriculum
Leader of Geography*



"My experience at Leeds West Academy has been phenomenal. The different specialisms the school has, has opened new doors for me. It lets me express my love for acting, singing and dancing. Additionally, Leeds West Academy is a happy and inclusive school."

Harry *Year 7*



Proud to be Part of the White Rose Academies Trust



Alder Tree Academy Primary

Alder Tree Primary is a unique two form intake inner-city school in Leeds. We help every child reach their potential through engaging lessons and strong pastoral support and are proud to be nationally recognised for supporting disadvantaged pupils.

Ofsted "The school values epitomise the school's determination that every pupil will reach their full potential."

Our core values are: **Believe, Belong, Become**



Leeds City Academy Secondary

A vibrant inner-city school in Woodhouse with over 1,000 students from diverse backgrounds. A recent £8.5 million investment has enhanced facilities, supporting growth and improvement, while students and staff work proudly together to achieve even more.

Ofsted "Pupils thrive at this happy and inclusive school"

Vision Statement: **Working In Partnership**

Our core values are: **Aspirational, Caring, Professional, Respectful, Resilient and Tolerant**



Leeds East Academy Secondary

Leeds East Academy is a vibrant, diverse school in Seacroft, housed in a £14 million building. With the ambition of 'Every Child Can', we support students to excel academically and personally, while fostering high standards and strong support for all staff.

Ofsted "The school nurtures pupils so they have the self-belief and resilience to succeed"

Vision Statement: **Every Child Can**

Our core values are: **Resilience, Integrity, Trust, Ambition**



Leeds West Academy Secondary

Known for its welcoming atmosphere and Performing Arts specialism, Leeds West Academy unites and inspires our community through education and opportunity. With a broad, ambitious curriculum and strong pastoral support, every student can reach their full potential, while staff are supported to thrive in a nurturing, high-standard environment.

Ofsted "A happy and inclusive school"

Vision Statement: **Evolving Excellence**

Our core values are: **Care, Commitment, Community**





