

LODE HEATH SCHOOL

Arden Multi Academy Trust



Post Title: Administrator: Inclusion

Required for: as soon as possible

Location: Lode Heath School

Salary Grade: C

Salary Range: Point 8 -14

FTE Salary: £26,824 - £29,540

Part-time Salary: £22,995 - £ 25,324 (actual)

Weeks: 39 per year (term time + INSET)

Hours: 37 per week (8am – 4pm Monday to Thursday, 8am – 3:30pm Friday)

Here at Lode Heath School, we're continuing our mission to further enhance all aspects of our work as we support our students to be and achieve the very best that they can. Within this refreshingly collaborative and team-focused culture, colleagues work together towards our shared goals. Our aim, quite simply, is to make sure that student achievement, in its widest sense, is at the very heart of everything we do. Now's your opportunity to contribute to this work as part of our Inclusion team who are responsible for supporting the most vulnerable students within our school family.

We are seeking to appoint an enthusiastic, organised and self-motivated Administrator who be the first point of contact for the parents/ carers of our most vulnerable students, as well as providing varied administrative support to the wider Inclusion team in a fast paced and sometimes challenging environment. We welcome fresh thinking and new ideas to help us continually evolve to meet the needs of all.

Lode Heath School is a member of the Arden Multi-Academy Trust where we are committed in working together to help and enrich the experiences of all within the AMAT family; we have a clear vision to generate self-belief, self-worth, esteem and confidence in our young people who can then display the ambition and aspiration in achieving high educational outcomes.

Visits to the school are welcomed; please contact Mrs Jones at office@lodeheath.org.uk to arrange a date.

To find out more and apply, please visit [Work at Lode Heath](#)

Closing date: 9:00am Thursday 12th March 2026

Interviews will be on Tuesday 17th March 2026

Arden Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. We welcome applications regardless of age, gender, ethnicity, sexuality or religion. The successful applicant will be required to undertake an Enhanced DBS Disclosure and, in line with Keeping Children Safe in Education, will be subject to a social media online search.