



PIONEER LEARNING TRUST

Pursuing Excellence and Equity

Application Pack School Administrator at Lakeview School

Dear Applicant

Thank you for your interest in the position of School Administrator at Lakeview School. I am thrilled that this exciting opportunity has arisen to join our team and further strengthen the essential administrative operations that support our pupils, staff and the wider community within Wixams and the Pioneer Learning Trust.

Established in 2019, Pioneer Learning Trust is a group of seven academies across Luton and Bedford, of which Lakeview is a proud member. As a Trust, we benefit from a rich network of expertise, including Southfield Primary Academy's Attendance and Behaviour Hub under the DfE's RISE Programme, alongside deep partnership links with the Chiltern Teaching School Hub and Chiltern Training Group for exceptional CPD and shared working.

At Lakeview School, our vision aligns with the Trust's core mission to relentlessly pursue excellence and equity across our family of schools, where values-based leadership places children at the heart of everything we do. We use the shared expertise of our extensive team to create an environment where every child and staff member is enabled to succeed.

We are looking to recruit a dynamic and experienced administrator to join our school office. In this role you will play a vital part in ensuring the smooth

day-to-day running of our School's front-of-house, administration and operational services.

This role is an exciting opportunity for a professional who has the aspiration, integrity and ability to set high personal and professional standards. We are looking for an individual who deeply shares our values, possesses excellent communication skills and thrives in a collaborative, fast-paced educational environment.

We look forward to receiving your application!

Yours faithfully

Lisa Phee
Head of School



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About the Role

At Lakeview School, we are looking for a dynamic, efficient and organised School Administrator to join our welcoming team and contribute to our strong sense of community! This is a multi-faceted, essential and highly valued position where no two days are the same. By working closely with children, staff, parents, governors and trust members, you will be involved in all aspects of school life.



Job Purpose

As the first point of contact for the school, the ideal candidate will have previous experience working in busy reception or an administrative environment, have good communication and interpersonal skills, work effectively as part of a team, have a 'can do' attitude and work with minimal supervision.

We are looking for:

- Someone who demonstrates high standards of personal integrity, loyalty, discretion and professionalism.
- Someone with the ability to form constructive relationships with staff, governors, parents and pupils.
- A proactive individual capable of working independently, managing a busy workload and adapting to the evolving needs of the school.
- A dedicated professional who will strictly adhere to Safeguarding, GDPR, and Health & Safety regulations.
- Experience with or a willingness to take on additional training.

What we offer

In return, we can offer you a rewarding working environment within a caring school community. Benefits include:

- A competitive salary and access to the Local Government Pension Scheme with significant employer contributions.
- A friendly, inclusive, and supportive working environment with talented, dedicated colleagues.
- Comprehensive induction, probation support and wider career development opportunities across a growing Multi-Academy Trust.
- An Employee Assistance Programme

Safer Recruitment & Safeguarding

Lakeview School and Pioneer Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We follow robust safer recruitment processes, including online searches, during all recruitment.

The successful applicant will be subject to an enhanced Disclosure and Barring Service (DBS) certificate and checks of the relevant barred list/prohibition lists. This post is exempt from the Rehabilitation of Offenders Act 1974.

It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

Equal Opportunities

We are an equal opportunities employer and welcome applications from candidates of all ages, backgrounds and those with disabilities.

Our Trust and School Vision & Values

Pursuing Excellence and Equity

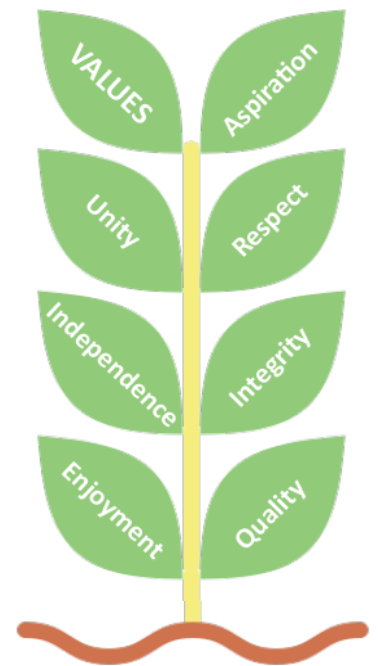
We are a primary focused Trust specialising in curriculum, pedagogy and practice. Our vision is to provide our pupils with an outstanding quality of education through continuous review and improvement in order to achieve our mission of all pupils having an equal opportunity to achieve a successful future in education and work.



A Values-Based Trust







Our Trust academies work collaboratively with our shared values. We are focused on partnership in the pursuit of excellence and equity for all pupils through our shared vision:

- A curriculum designed for our children
- Collaborate, innovate and reciprocal practice
- Relentless pursuit of excellence for all
- Safe and inclusive learning environment
- Inspiring children to love learning
- Broaden horizons through opportunities
- Maintain each school's unique identity
- An open culture of challenge, support and growth
- Recruit, train and retain high quality staff



The Pioneer Promise – Opportunities for our Pupils

In the realisation of our vision and in pursuit of excellence and equity, our schools each commit to The Pioneer Promise. We are absolutely passionate about our pupils developing a love of reading, a passion for maths and a thirst for knowledge of the world around them, but we also want our children's school days to be filled with memories of their friendships and experiences. Our promise is that we will fill our children's school years with opportunities to be inspired and challenged, to experience excitement and adventure, to broaden their horizons, and to learn about people, community and the wider world beyond their classroom.

 <p>Aspiration Take part in employment based skills activities</p>	 <p>Respect Experience other cultures in working with a range of people</p>	 <p>Unity Engage with the community to make a positive contribution</p>	 <p>Integrity Contribute to sustainability goals and become global citizens</p>
 <p>Independence Sleep away from home</p>	 <p>Quality Perform for an audience or represent their school at events</p>	 <p>Enjoyment Participate in a range of outdoor and adventurous activities</p>	



Job Description

Job title	School Administrator
Required	As soon as possible
Location	Lakeview School, Wixams MK42 6BH
Salary Range	Level 2a (NJC point 3-4)
Hours	36 hours per week, term time plus INSET days Monday to Thursday 8:15am to 3:45pm, with 30 minutes unpaid break every day Friday 8:15am to 3:45pm, with 30 minutes unpaid break

Job Purpose

To provide a highly efficient, professional and welcoming administrative and front-of-house service to the school. Working under the direction of the School Business Manager and in collaboration with other members of the administration team, the post holder is responsible for ensuring the smooth day-to-day operational functioning of the school office, operations and administrative functions.

Key accountabilities

1. Reception and First Point of Contact

- a) Manage visitor access in accordance with security and safeguarding procedures.
- b) Welcome visitors to the school, ensure they are signed in and advise them of safeguarding and health & safety protocols. Alert colleagues of visitor arrivals and escort them to meetings if appropriate. Show visitors around the school as required.
- c) Deal with face to face, telephone and general email enquiries from a range of stakeholders, including pupils, parents, staff, contractors and other visitors.
- d) Take responsibility of the reception area, making sure it is tidy and welcoming. Report any issues to the School Business Manager or Head Teacher, as appropriate.
- e) Verify ID documentation of visitors, agency staff and contractors.

2. General Administration & Communication

- a) Provide administrative support, including photocopying, scanning and filing, to ensure a smooth-running school office.
- b) Provide administration support to the Headteacher and SLT, as required.
- c) Accurately enter, update and maintain records held within the School's management information systems.
- d) Manage and organise school calendars and room bookings.
- e) Support the organisation of visits to and from school.
- f) Monitor stationery and office supplies and alert Finance colleagues, when stock is required.
- g) Support the monitoring of the school office email account and distribute messages appropriately.
- h) Support the use of Class Dojo and in production of, and sending of parent and stakeholder

communication.

- i) Provide support for the organisation and preparation of educational visits, clubs and events.

3. 1st Aid & Medical Management

- a) Oversee the management, storing of, and administration of temporary, emergency and long-term medicines across the school.
- b) Administer 1st aid to both adults and children within the school environment, ensuring all incidents are accurately documented and reported in compliance with regulatory standards.
- c) Conduct regular scheduled inventory checks of medical equipment, including the AED, and supplies, reporting any required maintenance, battery/pad replacements, or replenishment needs.

4. Additional Duties & Professional Standards

- a) Act with professionalism, integrity and absolute confidentiality at all times, upholding the overall ethos, work, and aims of the School and Trust.
- b) Promote and adhere to high standards of behaviour and performance in line with the staff code of conduct, Nolan Principles and professional standards.
- c) Establish constructive relationships and communicate professionally and effectively with senior leaders, colleagues, the Trust/school community and external agencies.
- d) Undertake duties in line with the Trust's policy on equality, acting as an exemplar, remaining sensitive to the needs of the disadvantaged and promoting a harmonious working environment.
- e) Comply with any reasonable request to undertake work not specified in this job description which is commensurate with the post holder's salary grade, abilities and aptitudes.

Person Specification

Job Title: School Administrator	Essential (E) Desirable (D)	Application Form (AF) Interview (I) Certificates (C) References (R)
Requirements		
Qualifications		
Good general education, including GCSE Grade C/4 or above in English and Maths (or equivalent)	E	AF, C
Evidence of continuous professional development or relevant administrative training	D	AF, C, I
Experience & Knowledge		
Previous experience of working in a busy administrative, receptionist, or customer-facing role	E	AF, I, R
Experience of working within an educational or school environment	D	AF, I
Practical experience using school management systems such as Arbor and ParentPay	D	AF,
An understanding of GDPR / Data Protection principles within a professional environment	E	AF, I
Some knowledge of child protection and safeguarding procedures	E	AF, I
Skills		
Excellent organisational skills with the ability to manage competing priorities and strict deadlines	E	AF, I
Ability to build highly constructive professional relationships with staff, governors, and the wider community	E	AF, I
Proficiency in standard office software such as Office 365 and/or Google suite	E	AF, I
Good attention to detail with the ability to draft accurate correspondence	E	AF, I
Able to work on own initiative within the School's and Trust's policies and procedures	E	AF, I
Ability to work under minimal supervision, solve everyday problems and take ownership of the School's reception area	E	AF, I
Personal Attributes & Values		
A commitment to the safeguarding of children	E	AF, I
Absolute commitment to maintaining confidentiality, professional boundaries and values of the School and Trust	E	AF, I
A positive, welcoming demeanour that projects a professional impression of the School and Trust	E	AF, I
A flexible attitude, willing to support after-school events (PTA, parents' evenings) and adapt to changing school needs and workloads	E	AF, I
Able to work efficiently with IT systems to streamline processes and manage demands in a busy work environment	E	AF, I
A willingness to take on additional training, particularly 1st aid at work qualification	E	AF, I
Commitment to Health and Safety	E	I

How to apply

Visits to the school are welcomed. For an informal discussion, to book a tour or further information about the role, please telephone our School Business Manager, Jo Shillington, on **01234 741653**. Alternatively, email her at jshillington@pioneerlearningtrust.co.uk