



Forest Lodge Academy
A L.E.A.D. Academy



Candidate Information Pack

Administrative Assistant

Forest Lodge Academy





Welcome from the Headteacher

I am proud to be the Headteacher of Forest Lodge Academy, a vibrant learning community in the North West of Leicester. It's a privilege to work with enthusiastic children, supportive families, and a dedicated staff team. Our goal is to be the best learning community we can be, striving for excellence.

Forest Lodge Academy is a happy, caring place where each child's uniqueness is valued, and they learn in a safe, positive environment. We believe that a strong partnership between school and home helps our children thrive.

Claire Caldwell, Headteacher



About Forest Lodge Academy

Forest Lodge Academy is a happy, lively and caring school where each child's uniqueness is cherished and where they are encouraged to learn in a safe, positive environment. We provide an exciting, enriched education to prepare children for modern life through collaborative, innovative and creative experiences that inspire pupils and staff to be their very best. This is underpinned by our values of Unique, Resilient, Respected, Nurtured, Inspired and Challenged.

Pupils in Years 1-6 attend school for 32.5 hours per week while Reception pupils attend for 31 hours 40 minutes. Our large site includes a library, kitchen - for school meals and curriculum use - studio/sensory room and practical learning room for Art and Design Technology.

We aim to ensure all pupils are equipped for a bright future socially, emotionally and academically. As part of [L.E.A.D. Academy Trust](#), we are committed to providing the highest quality education, enabling every pupil to reach their full potential.

We welcome you to visit us and see us in action.



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 the Blue Light Card, Discounts for Teachers and Teacher Perks.



Travel expenses

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

Job Description



Administrative Assistant

Location:	Forest Lodge Academy
Salary:	NJC Point 5-10 £11,982 (Actual salary per annum on Point 5)
Closing date:	Thursday 23 rd October 2025 @ 12: 00 noon
Interview date:	Monday 3 rd November 2025
Start date:	As soon as possible

Job purpose:

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.

Duties and Responsibilities:

- 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.
- 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 high light 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.
- Minute taking.
- 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.

Job Description



influencing and Managing Relationships:

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

As job descriptions 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 criteria below provides guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria).

Qualifications and Attainments	Essential criteria	Desirable criteria
	• Studied to a minimum standard of GCSE (grade A* - C), or equivalent, in English and Maths • To hold a first aid certificate or be willing to undertake training	• Further education qualifications in related fields, e.g.: NVQ Business Administration

Skills and Knowledge	Essential criteria	Desirable criteria
	• Ability to build and form good relationships with colleagues, senior leaders and external visitors • High level of oral and written communication skills • Able to use all MS Office programs particularly Word, Excel and Outlook • Able to work to tight deadlines, managing and prioritising time effectively • Self-starter, with and ability to work independently & use own initiative to overcome obstacles • Efficient and meticulous in organization • Ability to produce precedent letters from basic information	

Person specification



The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The criteria below provides guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria).

Experience	Essential criteria	Desirable criteria
		• Previous experience in a similar role • Experience of working in a school or academy trust environment

Personal Attributes	Essential criteria	Desirable criteria
	• Have an openness to learning and change • Have a positive attitude to personal development and training • Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility	

Person specification



The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The criteria below provides guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria).

Additional Requirements	Essential criteria	Desirable criteria
	This role is subject to an enhanced DBS	



How to apply

Closing date: Thursday 23rd October 2025 @ 12:00 noon
Interview date: Friday 31st October 2025
Contact email: office@forestlodge.leicesteeer.sch.uk
Contact number: 01162 871220

Please send a completed application form and covering letter explaining your interest in the role and how you meet the person specification to the email above.

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.



About the Trust

L.E.A.D. Academy Trust was established by Diana Owen, CBE in 2011 using her considerable experience as an executive headteacher, National Leader of Education, coach and mentor.

The Trust comprises 24 primary and 3 secondary academies across the East Midlands. All academies strive to achieve the highest standards of behaviour and conduct while providing outstanding teaching and learning.

Our values

The acronym L.E.A.D. embodies the four key principles at the heart of the Trust: strong leadership at every level; empowering everyone to aim high; providing the opportunity for all to achieve and constantly driving for improvement.



Lead



Empower



Achieve



Drive

“We are determined to bring about change and improvement to educational standards in the region 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.”

Diana Owen, CBE Trustee and Chief Executive of L.E.A.D. Academy Trust.



24

Primary
Academies



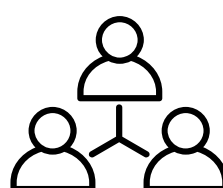
03

Secondary
Academies



05

Geographical
Regions



11,500

Pupils



1,650

Staff



Forest Lodge Academy
A L.E.A.D. Academy

Forest Lodge Academy

Charnor Road
Leicester, LE3 6LH

0116 287 1220



www.forestlodgeacademy.co.uk