

LIGHTHOUSE EDUCATION TRUST

Receptionist/School Administrator

***Full/Part Time, Term Time + 5 additional training days
Lighthouse School Harrogate**

Lighthouse Education Trust is a completely unique Multi Academy Trust focussing on providing high quality, destination led learning for students with a diagnosis of autism.

We are excited to be able to commence the search for the team for our new school, Lighthouse Harrogate, due to open in the academic year 2026/27.

Lighthouse School Harrogate is a completely unique secondary school focussing on providing high quality, destination-led learning for students with a diagnosis of autism. We already operate a very successful school in Cookridge near Leeds since 2012. We are a happy and vibrant community, where young autistic people learn, flourish and thrive. We are planning for an overall cohort of 80 students with an initial intake of 24. Students study KS3, and a range of Level 1/2 and Level 3 qualifications, including BTECs and GCSEs.

As an expanding Trust across the region, we are seeking to appoint to this new role of Receptionist/School Administrator; a fulfilling role where no two days are the same.

*** To be agreed for the successful candidate (as we encourage flexible working), but term time only plus 5 additional days for training days.**

We are seeking an organised, proactive and highly professional Receptionist/Administrator as the first point of contact at the School.

Working closely with school leaders, teaching staff and external stakeholders, the Receptionist and Administrator plays a key role in safeguarding, attendance management, student welfare and the smooth running of the school's administrative systems, ensuring high standards of service and support are delivered at all times.

They will also act as a designated First Aider, responding appropriately to student and staff medical needs, maintaining first aid records, and liaising with parents, carers and healthcare professionals where required.

We're looking for someone who:

- Has excellent administration and organisational skills
- Can manage confidential information with discretion and professionalism
- Has strong written communication and proofreading skills
- Is confident using databases, management information systems and Microsoft Office
- Builds positive relationships with parents, staff and external stakeholders
- Can work independently, prioritise competing demands and meet deadlines
- Is flexible, proactive and committed to supporting young people

All roles will be Trust appointments and whilst based primarily in Harrogate may be required to work across other schools in the trust which could extend beyond Leeds in the future.

Contract: Full/Part time, Permanent. Term Time + 5 additional training days

FTE salary: SCP 6-11 £25,988.-£28,141. per annum

Actual Salary: £22,325.-£24,174 based on 37 hours per week, 38 weeks plus 5 training days

Please visit our [website](#) for a job description/person specification and further details regarding the role and Lighthouse School Harrogate.

Contact our Leeds school to find out more ahead of the closing date by contacting Lighthouse School Leeds on 0113 4570605. Our Harrogate site is not open for visits at the current time.

Closing date: 09:00am on Monday 12th October 2026

Application forms should be submitted by the closing date to Recruitment@Lighthouseschool.co.uk. We are unable to accept CV's.

Visitors to our recent Open Day for Professionals shared the following feedback:

A pleasure to be invited into a fantastic environment for young people to thrive supported by staff who genuinely care about each student's future.

Calm and inclusive environment, where students were considered, had some autonomy and could be themselves

Our roles come with full training, induction and a range of benefits:

- **Salary** paid across 12 equal monthly instalments, and an increase each September (subject to Trustee approval and the finances of the school).
- **Mental health and wellbeing at the heart of everything we do** - our staff say they feel supported by the Senior Leadership Team and our Mental Health First Aider Team.
- **Access to a range of free health care services** including, Employee Assistance Programme offering free counselling (general/menopause), physiotherapy, 24/7 GP service, stress coaching, nurse support services, financial wellbeing coaching, surgical assistance programme, free flu vaccinations, and eye tests for VDU users. See [here](#) for more information.
- **Up to date autism specific training**, including person centred approaches, positive behaviour support strategies and understanding communication from our Speech and Language Therapists and our training and Wellbeing Teams.
- **Continuous Professional Development** including access to coaching, mentoring and supervision, as well as e-learning and online training courses.

Many of our staff have grown into roles both within school and externally, including Administrators, Teaching Assistants, Teachers, Wellbeing Tutors, Intervention Support, Behaviour Specialists and Educational Psychologists. Please refer to our [staff testimonials](#) on the recruitment section of our website.

The Trust is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share this commitment. An enhanced DBS certificate is required for the successful applicant, and all newly appointed staff who have lived or travelled overseas for 12 months or more in the past 10 years will be required to undertake an overseas check as part of our pre-employment checks. Information can be found on the [government website](#).

We are also committed to the equal treatment of all current and prospective employees and do not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply to join us and positively encourage you to choose a career at our inclusive school. You may be eligible for Access to Work interventions in order to assist you to return or remain in the workplace, eligibility information can be found on the [government website](#).

***We are also a DfE appointed Flexible Working Participant School and open to offering a range of flexible working options. Please share your preferences with our HR colleagues at your earliest opportunity in order that these can be fully considered.**