

## LIGHTHOUSE EDUCATION TRUST

**PA to the Principal/Administrator  
Full Time, Term Time + 5 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 school across the region, we are seeking to appoint to this new role of Principal's PA & Administrator; a vital role to be at the heart of a thriving new school community.

**\*Whilst the Trusts preferred staffing model is a full time role, we are open to discussion around flexible working where this best meets the needs of the Trust.**

The ideal candidates will provide first-class support to our Principal and Senior Leadership Team. This is a varied and rewarding role for a highly organised, professional and proactive individual who thrives in a fast-paced environment.

As a key member of our team, you will manage diaries, meetings, correspondence and events, act as a central point of contact for staff, parents, governors and external partners, and help ensure the smooth day-to-day running of the school. You will also support governing body meetings, school communications, wider school improvement initiatives and provide cover for reception when needed.

### **We are looking for someone who:**

- Has outstanding organisational and communication skills
- Can manage multiple priorities with confidence and discretion
- Builds positive relationships with a wide range of stakeholders
- Is proactive, adaptable and committed to excellence

**In return, you'll enjoy the opportunity to make a real impact in a successful and ambitious trust, working alongside a supportive and dedicated team.**

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-time, Permanent. Term Time + 5 training days

**FTE salary:** SCP 9 – 16 £27,253 - £30,518

**Actual Salary:** £23,412 - £26,216 based on 37 hours per week and 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 12<sup>th</sup> October 2026**

**Application forms should be submitted by the closing date to [Recruitment@Lighthouseschool.co.uk](mailto: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.
- **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.**