



Lighthouse School Harrogate

Inspiring Bright Futures

Recruitment Pack

2026 - 2027 Academic Year

Receptionist/School Administrator





I am delighted to welcome you to Lighthouse Education Trust and thank you for your interest in joining our organisation. As we continue to grow—most notably through the development of our new school in Harrogate alongside our established provision in Leeds—we are seeking talented, committed professionals who share our belief that every young person deserves an education that recognises their individuality, nurtures their strengths, and unlocks their potential.

Our Trust is founded on a personalised and research-informed approach to learning. We carefully map each student's special interests, communication profile, academic abilities, and life-skills, enabling us to design provision that supports meaningful progress and purposeful preparation for adulthood. Our curriculum is broad, ambitious, and responsive, ensuring students achieve nationally recognised qualifications across Key Stage 4 and Key Stage 5. Beyond academic outcomes, we place great importance on the development of social understanding, communication, and relationships.

These skills are woven throughout daily school life and are further strengthened through our Wellbeing and Speech and Language curriculum. We take immense pride in celebrating our students' achievements—those transformative “wow” moments when new possibilities emerge. A core element of our work is fostering aspiration and broadening students' understanding of the world beyond school. We introduce learners to a diverse range of employment sectors and experiences, helping them envision futures that are rich with opportunity. Our belief that every day offers a new beginning underpins the compassionate, optimistic culture we strive to model in every interaction.

At Lighthouse Education Trust, our staff, senior leaders, and trustees are united by a shared purpose: to make a meaningful difference in the lives of the young people we serve. As a proudly neurodiverse workforce, we bring a wealth of experiences, perspectives, strengths, and challenges. This diversity enriches our practice and provides powerful role modelling for our students as they shape their own pathways.

We hope that through this recruitment pack you gain a clear sense of our values, our community, and the impact you could have as part of our team. Thank you once again for taking the time to explore a potential future with us—we are excited to learn more about what you could bring to our Trust.



Emma Sullivan—CEO of Lighthouse Education Trust

OUR SCHOOL VALUES



RESPECT

Embracing
uniqueness, equality,
and ensuring all
contributions are
valued.



COMPASSION

Showing empathy
and understanding
of others' needs.

'Upon joining this school,
I've gained many friends for
life and gained myself the
motivation to be more
ambitious in life and frankly
braver in my future
endeavours. I simply thank
those who worked closest
to me at my time there'.

AMBITION

Taking risks,
having
adventures and
aspiring to
achieve great
things.



HAPPINESS

Taking joy from
developing and
succeeding together.



INNOVATION

Striving for creative solutions, challenging perceptions, and inspiring positive change.

‘Our child has grown in confidence since starting at Lighthouse and loves coming to school. The school not only supports our child but us as a family.’

VERSATILITY

Exemplifying individualised and adaptive teaching and learning.

OPTIMISM

Realising our limitless destinations, now and in the future.

DEVOTION

Being dedicated to our people, our jobs, and our school community.



JOB ROLE PROFILE

Job title:	Receptionist/ School Administrator	Salary grade:	6-11 FTE: £25,988-£28,141 per annum Actual £22,325 - £24,174 based on 37 hours per week over 38 weeks
Contract type:	Permanent	Hours of work:	To be agreed for the successful candidate (as we encourage flexible working), but term time only plus 5 additional days for training days.

Responsible to: The Principal

Reports to: The Principal

Job purpose:

To provide Reception cover and administrative support for family, student and staff – timetabling, record keeping, data entry, data retrieval and data analysis in MIS system (Arbor) for the Senior Leadership Team, Family Liaison team and Co-ordinators, including checking gaps in registers and creating reports.

Main responsibilities:

- Undertake all reception duties, including but not exclusively receiving visitors to the school, ensuring they are welcomed in a polite, friendly and efficient manner, ensure school security arrangements are always complied with, including the issue of visitor's badges and signing of the visitor's book.
- Direct visitors to the appropriate member of staff and provide hospitality as required
- Carry out duties as a first aider and maintenance of incident logs.
- Administration of School meals.
- Order supplies and equipment as required, accepting and signing for deliveries.
- Fire warden duties when required.
- Providing administrative support for the Senior Leadership Team (SLT) and other support functions.
- Updating records on all school systems, ensuring these are accurate, including school staff and student timetables.
- Providing clear reports using school data upon request and according to quality assurance timetable.
- Supporting with external communication with parents and stakeholders, including social media, website and via MIS system.
- Supporting with checking accuracy of information being sent to parents and stakeholders, including proof reading.
- Co-ordinating and updating noticeboards across the school with accurate and timely information.
- Invigilating examinations, as required.
- Providing confidential assistance to the Principal with subject access requests, education records requests and freedom of information requests.

All Staff responsibility:

- Promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.
- Ensuring that all activities are undertaken within the framework of the school's risk assessments.
- Working collaboratively as part of a team and providing help and support to other team members.
- Participating in any relevant meetings/professional development opportunities at the school as appropriate.
- Supporting the effective running of the school by ensuring the policies and procedures are understood and followed.
- Maintain professional standards of conduct and act as a positive role model for students and staff.
- Work in accordance with all Trust policies and procedures, including Health and Safety, Safeguarding, Equality, Diversity and Inclusion, Data Protection and Information Security.
- Take reasonable care for the health, safety and welfare of yourself and others who may be affected by your actions.

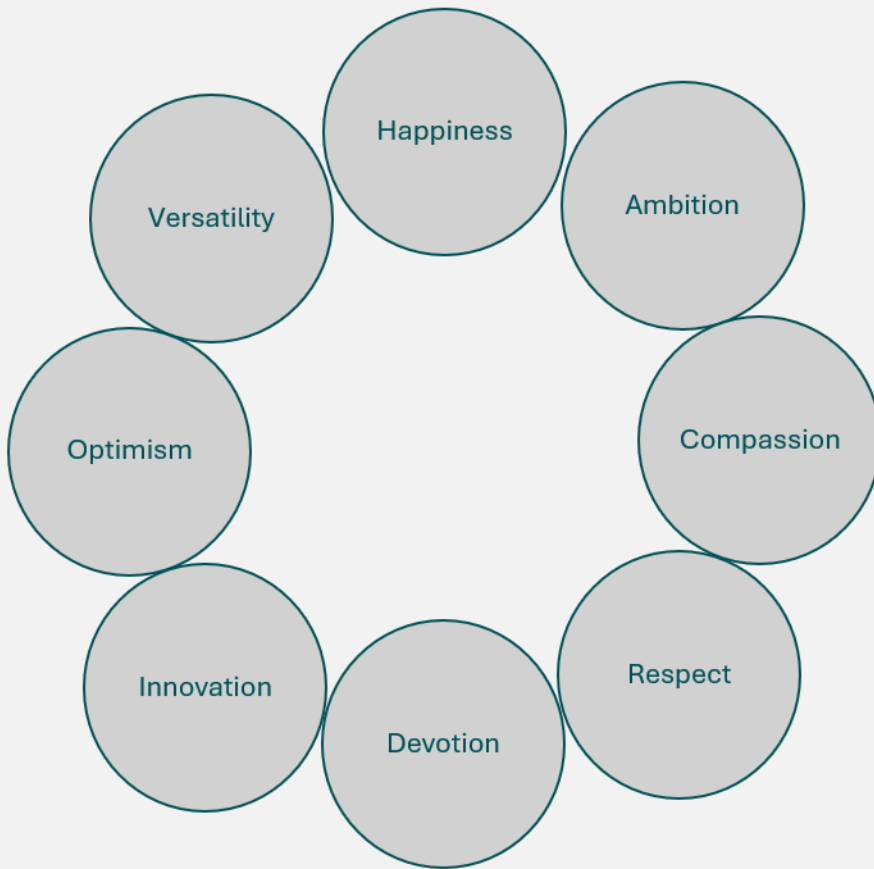
The above responsibilities are not an exhaustive list and the post-holder will be required to undertake any other appropriate responsibilities and duties that may arise from time to time.

Any changes to this document will be made in consultation with the post-holder.

Our aims:

- To be a centre for excellence for ASC education in our region.
- To sustainably provide/support education for increased numbers of autistic students in our region.
- To be national leaders for destination led education for autistic students.

Our school has a focus on continuous improvement and is always evolving to support our students to make excellent progress in all parts of their academic and personal in-education experience.



Person specification

	Essential	Desirable
Qualifications	• Good general level of education. GCSEs in Maths and English at C/4 or above.	• Evidence of continuing education e.g. A levels. • Good command of English language (grammar, spelling & punctuation).
Experience	• Experience of working in a busy office environment. • Ability to prioritise and manage workload. • Experience of working across multiple teams • Experience of working with parents/members of the public.	• Previous experience of school office work. • Experience of liaising with other professionals. • Experience of creating marketing materials.
Knowledge	• Ability to use Microsoft Office Software, email, and internet. • A commitment to Safeguarding, health and safety, data protection and equal opportunities.	• Knowledge of attendance, SEND and safeguarding guidance within schools. • Ability to demonstrate a good understanding of autism.

Person specification

	Essential	Desirable
Skills	• Enthusiasm, motivation, and flexibility. • A professional approach and high professional standards. • Ability to communicate effectively with pupils, parents/carers, and other stakeholders • Ability to problem solve, make decisions, and stay calm in crisis situations. • Excellent keyboard and IT skills. • Ability to analyse data effectively. • Excellent organisational skills, attention to detail and has high standards. • Excellent interpersonal skills.	• Ability to communicate using a variety of different methods.
Attitude	• Well-presented with a welcoming, friendly manner. • Ability to work flexibly to meet the needs of the school. • Ability to remain calm under pressure. • Ability to undertake the duties of the post with reasonable adjustments as required under the Equality Act 2010.	

To apply for this role, please complete a Lighthouse School Application Form available by visiting our website, or contacting HR@Lighthouseschool.co.uk. If you will struggle to complete an application form and need adjustments, please contact the school and ask for the HR Department on 0113 4570605, who will be able to advise.

Each application is shortlisted against the Job Description and Person Specification so please ensure you complete the application form in its entirety, providing sufficient information and a supporting statement in relation to these documents. The form is designed in line with safer recruitment practices and allows us to determine your potential suitability for the role and to carry out appropriate pre-employment checks.

If shortlisted, you will be invited to interview. This will be with a least one member of the Senior Leadership Team, and a member of the HR team. We will discuss the role in more detail, give you a tour of the school, and carry out an interview to assess your experience and skill set as well as your overall suitability. You may be required to undertake further tasks dependent on the role applied for.

For those candidates shortlisted, we will request references in advance of any interviews and ask that you specify on the application form (where requested) if you do not permit us to apply for these prior to interview. You must also provide original copies of your qualifications and identity documents at interview to enable us to complete safer recruitment checks.

These include:

- Enhanced DBS check – we can apply for one of these on your behalf to include a Children's barred and Adult barred list check.
- Prohibited from Teaching check.
- A minimum of two references.
- Identity checks including right to work in the UK. You must provide 3 documents to cover the following:
 - Photographic Identification, e.g. passport or driving licence.
 - Proof of right to work in the UK, e.g. current UK passport, UK Visa or UK Birth Certificate
 - Proof of current address, e.g. a current driving licence or bank statement/ utility bill dated within three months or council tax statement dated within 12 months.

If you have worked or lived overseas for 12 months or more during the last 10 years you will also be required to provide a letter of good conduct from the police authority of the country you visited. If you cannot provide this, please contact the HR Department (by emailing: HR@lighthouseschool.co.uk) who will be able to advise you on other documents that can be used.

Following the interview process, the successful candidate will be offered the role conditional upon the outcome of the above vetting checks.

We look forward to receiving your application.

Lighthouse School Leeds was the fulfilment of a long-held dream. In September 2012, five families with children on the autistic spectrum set up the free school to create a learning environment where autistic young people could thrive, and where their needs were fully understood and met.

Today, that vision is a reality. Specialist teachers, teaching assistants and tutors now deliver a curriculum to ninety-plus students, within Arthington House, Cookridge, Leeds. Originally a Victorian hospital, it was extensively renovated after sitting derelict for many years and is now a state-of-the-art facility designed specifically for our students.



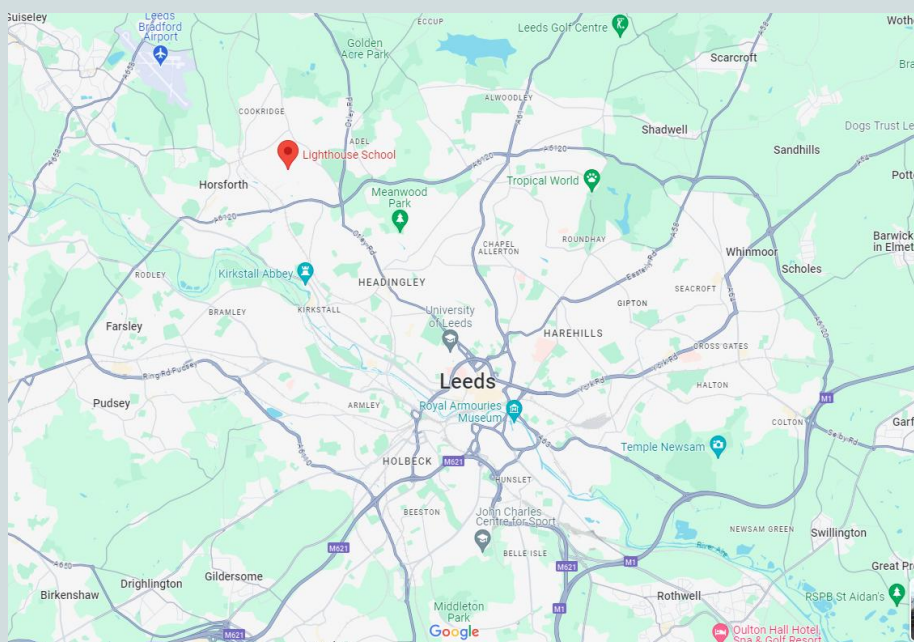
Our journey so far has been amazing and we are immensely proud of what our students have achieved. We are a 'Good' school with aspirations to be 'Outstanding' in the near future.

We provide a flexible learning environment, which reflects the bespoke needs of each and every one of our students. Ofsted (2023) recognised that the school has a calm but purposeful atmosphere, provides a highly ambitious curriculum, is well resourced, and leaders are tenacious when pursuing support for students. The harmonious school community is founded on respect and tolerance.

We ensure that our staff are well trained and are developed to be effective in their roles. They say their workload is manageable, and early career teachers are well supported.



We are situated on the edge of woodland in the heart of Cookridge in North Leeds, just a 20-minute drive from Leeds City Centre on one side (with access to the M1 and M62) and on the edge of countryside on the other with the market town of Otley also just a 20-minute drive away. The spa town of Harrogate is also approximately 40-minutes drive, as is Ilkley. The school is close to local bus routes (19, 19A, 6) and the train (Horsforth Station).



Lighthouse School, Harrogate will be a provision serving up to 80 autistic children and young people aged 11-19 who are able to access a KS3, KS4 or KS5 curriculum at or around the corresponding age range for that curriculum. The school will deliver community-driven, student-centred, and destination-focused nurture and support to children and young people in Harrogate. It will build on Lighthouse Education Trust's successful curriculum, staffing structure, and operational model, ensuring pupils can thrive academically, socially, and emotionally while preparing them for adulthood.

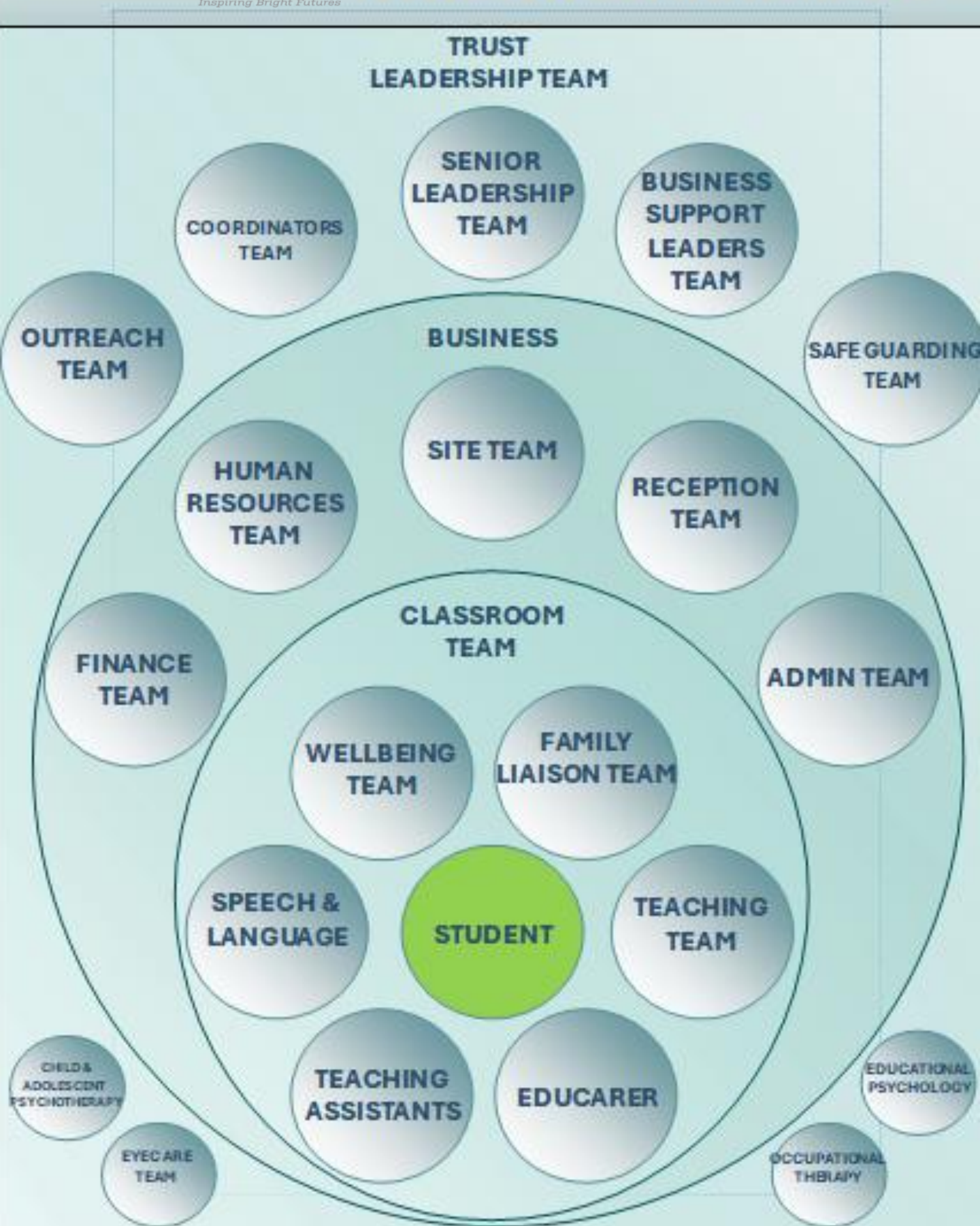
The school will be located on the site of the former Woodfield Primary School in Harrogate, North Yorkshire, postcode HG1 4HZ, which is being fitted out for our new cohort.



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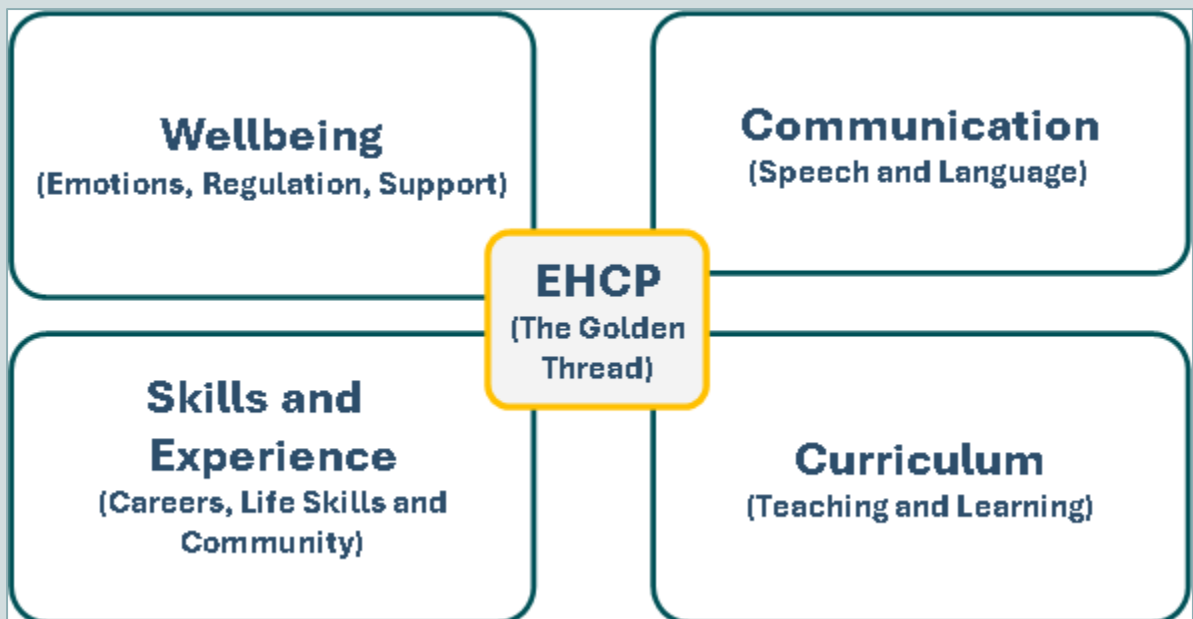
We provide a flexible learning environment, which reflects the bespoke needs of each and every one of our students. Our last Ofsted inspection (2023) recognised that our Leeds school has a calm but purposeful atmosphere, provides a highly ambitious curriculum, is well resourced, and leaders are tenacious when pursuing support for students. The harmonious school community is founded on respect and tolerance.

We ensure that our staff are well trained and are developed to be effective in their roles. They say their workload is manageable, and early career teachers are well supported. We are proud to be able to continue this success in our new School.



We want the students at Lighthouse to be well cared for and well educated, and we have a large team of staff working together to support all areas of the students' lives whilst at school.

The four Cornerstones form the basis of our educational philosophy, and staff teams are based around these areas:



Staff work closely with external professionals, such as the Eyecare Team, Educational Psychologists, Child and Adolescent Psychotherapists, and Occupational Therapy on school site. We also liaise closely with other healthcare and welfare professionals, including the Schools Nursing Team, CAMHS, Social Care and Cluster Support.



We have high expectations for everyone at Lighthouse, staff and students alike. In order to ensure that our students receive the very best education, we have a full training programme for all staff.

Upon appointment at Lighthouse School, staff begin a comprehensive Induction Programme, which includes:

Principal's Welcome
Safeguarding Training
Health & Safety Guidance
HR Support

Understanding Autism
SEN & EHCP Process
Online Training through Smartlog
GDPR induction through Veritau

Across the year, all staff undertake yearly updates in a number of key areas. There are 5 full training days across the year, and meetings and seminars each week which keep staff up to date with new research, school policies and procedures, and student-centred information. These include:

- Cornerstones training:
- Speech and Language (Cornerstones)
- Wellbeing (Cornerstones)
- Curriculum (Cornerstones)
- Skills & Experience (Cornerstones)

Role specific training:

- Team-teach (positive handling)
- First Aid
- Mental Health Awareness
- Personal Care
- Medical and Additional Special Educational Needs (including deaf awareness, dyslexia, ADHD, epilepsy, asthma, diabetes etc.)
- Reception systems and processes
- Invigilator training for examinations

Early Careers Teachers are fully supported through a comprehensive mentoring and training package with Red Kite Alliance.

More information on training can be sought from training@lighthouseschool.co.uk.



Our staff testimonials on the recruitment section of our website will give your more insight into working at Lighthouse School.

STAFF BENEFITS & WELLBEING

100% of staff said they enjoyed working at Lighthouse in a recent survey (March 2024). The Leadership Team recognises that working in special education can be emotionally challenging, and a wide range of support and wellbeing services are available to our staff. These include:

- School sick pay and leave of absence entitlements.
- Access to a range of free health care services through our Employee Assistance Programme, including, mental health services and physiotherapy, menopause support, access to a GP, free flu vaccinations and free eye tests for VDU users.
- Mental health and wellbeing support. Our staff say they feel supported by the leadership and Mental Health First Aider teams.
- Active staff Wellbeing Working Party, who arrange a number of staff perks such as weekly parking raffle, staff 'Shout Outs' and awards, secret buddy scheme and more!
- Staff Neurodiversity Working Party who work with the Senior Leadership Team and HR to ensure Lighthouse is an inclusive environment for all staff.

We are 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.

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

Should you have a disability or health condition that requires workplace adaptations in order for you to work comfortably and remain in work please visit:

<https://www.gov.uk/access-to-work/apply> as you may be eligible to funded interventions through Access to Work.

