

Lighthouse Education Trust

Inspiring Bright Futures

Recruitment Pack

Governance Professional & PA to the CEO

2026 - 2027 Academic Year



It is my pleasure to welcome you to our wonderful Multi Academy Trust

I am proud and privileged to lead such a unique and innovative Multi Academy Trust as we embark upon our expansion plans to open a new school in Harrogate to join our existing school in Leeds. This is a Trust where students' special interests, social and communication skills, abilities, academic and life skills are mapped and further developed so destinations can be identified and targeted for each individual.

We deliver a broad, ambitious and balanced curriculum that enables all our students to make excellent progress and gain nationally accredited qualifications in Key Stage 4 and Key Stage 5.

Developing meaningful friendships and relationships is a life skill that is taught and developed in all aspects of school life, but is a particular focus in the Wellbeing and Speech and Language curriculum/sessions. We also take great joy in celebrating those "Wow" moments for our students when the impossible becomes the possible!

A key part of curriculum delivery is 'building aspirations' and employability awareness. We believe that the future is limitless, and optimism is key to our approach. We do this by exposing our students to a number of different employment sectors and experiences throughout their curriculum.

We also believe every day is a new opportunity and the chance to write a different story and this is fundamental to our compassionate approach to working with our students.

At Lighthouse Education Trust the staff body, senior leaders and trustees are devoted to making the difference for our students so they can reach their next steps and thrive in society.

We are a neuro-diverse staff team with a range of disabilities, diversities, strengths and weaknesses. We believe our staff should be role models to support our students to create their own pathway to success.

I would like to thank you for taking the time to be interested in joining our amazing Trust, and encourage you to take time to find out whether we are the right fit for your skills and experiences.

Emma Sullivan, Principal

OUR SCHOOL VALUES



RESPECT

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



'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'.

COMPASSION

Showing empathy and understanding of others' needs.

AMBITION

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



HAPPINESS

Taking joy from developing and succeeding together.

OUR SCHOOL VALUES



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.’

OPTIMISM

Realising our limitless destinations, now and in the future.

VERSITILITY

Exemplifying individualised and adaptive teaching and learning.

DEVOTION

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



JOB DESCRIPTION

JOB ROLE PROFILE

Job title:	Governance Professional and PA to the CEO/ Executive Principal	Salary grade:	SCP 30 - 34 FTE £40,777- £45,091 per annum (paid in 12 equal monthly instalments across the year) Actual salary— £29,470.51—£32,588.04
Contract type:	Permanent	Hours of work:	30 hours per week over 4 days Term time only plus 1 week and 5 training days

Responsible to: Trust CEO/Executive Principal

Job purpose:

Governance Professional

Oversee all aspects of governance effectiveness and compliance within the trust, ensure governance adheres to good practice and meets all statutory and regulatory requirements, and deliver a provision of services that support governance across the trust.

This is achieved by:

- supporting the efficient and effective operation of the trust board and its committees
- ensuring governance at all levels is carrying out its functions
- leading on development of the trust's governance framework and driving improvements to its systems, processes and structures
- managing and coordinating the delivery and ongoing improvement of governance support across the trust

PA to the Chief Executive Officer/Executive Principal (CEO/EP)

Provide effective, efficient and personal administrative support to the CEO/EP adhering to confidentiality at all times.

Work effectively with the Central Team to ensure the provision of an efficient and outstanding administrative support service to the Trust.

Work under own initiative to ensure workload is prioritised and efficiently completed.

Governance Professional

- Leading Governance Services
- Work with key stakeholders to ensure governance support is compliant, effective and aligned with strategic priorities, acting as the lead adviser on governance matters across the trust.
- Develop, implement and continuously improve the trust's governance framework, systems, structures and support services.
- Maintain effective communication and collaboration with governing boards, governance professionals and external stakeholders (e.g. DfE), including responding to governance-related issues, concerns and complaints and facilitating networks between boards.

Provision of Advice and Strategic Support

- Provide expert advice and guidance on governance structures, legal frameworks, procedures and complex technical issues, ensuring high-quality, risk-informed decision-making and issue resolution.
- Quality assure governance advice across the trust and promote best practice, policy development and thought leadership in school governance.
- Lead governance development activity including recruitment, appointment and induction of governors/trustees, succession planning, CPD programmes, training, briefings, self-evaluation and external reviews.
- Organise targeted support and interventions to strengthen governance where required.

Board and Committee Effectiveness

- Set and manage the annual cycle of board and committee meetings, ensuring agendas are focused, meetings are inclusive, well-structured, quorate and compliant with statutory and regulatory requirements.
- Keep boards focused on strategic priorities, leadership responsibilities and high standards of conduct and ethics.
- Develop and review governance structures, including committees and schemes of delegation, ensuring alignment with organisational growth and effectiveness.

Governance Framework and Documentation

- Develop, review and maintain governance documentation (e.g. articles of association, schemes of delegation, terms of reference, codes of conduct and role descriptions).
- Establish effective record management, communication systems and governance portals, ensuring confidentiality, accessibility and accuracy of information.
- Develop trust-specific governance tools such as skills matrices and codes of conduct, and oversee publication of statutory governance information.

Compliance and Risk Management

- Ensure governance arrangements comply with all relevant legislation, funding agreements, regulatory requirements and internal policies, including publication and statutory reporting obligations.
- Maintain governance records, registers (including interests), policy registers and central records of attendance, training and membership.

- Monitor governance risks, ensure inclusion in the trust risk register and support production of the annual report and governance statement.
- Oversee eligibility and constitution of governance tiers, including managing terms of office, dis-qualifications and statutory filings.

Membership, Elections and Administration

- Oversee governance recruitment processes to ensure boards are appropriately constituted, diverse and effective, including elections, appointments and succession planning.
- Maintain accurate membership records, contact details, terms of office and ensure relevant authorities are notified of changes.
- Provide procedural advice and administrative support for elections, appointments and board communications, including drafting correspondence and maintaining accurate records.

Collaboration and Leadership

- Work collaboratively across the organisation and with external stakeholders to ensure governance supports delivery of strategic objectives.
- Act as a role model for effective, ethical governance and maintain up-to-date knowledge of education legislation and governance best practice.

PA to the Chief Executive Officer/Executive Principal

Provide dedicated confidential and proactive PA and administrative support to the CEO/EP across all sites within Lighthouse Education Trust, ensuring accuracy and confidentiality at all times.

Diary management for the CEO/EP to ensure effective planning/preparation including:

- Scheduling meetings
- Preparation and circulation of documentation including agendas and papers within agreed time-scales
- Screen incoming enquiries
- Greet external visitors

Co-ordinate internal and external meetings, schedule appointments and provide support to the CEO/EP, including organisation of refreshments, book meeting rooms, diary organisation and minute taking as required.

Manage the accurate collation, research, preparation and timely distribution of information, papers, reports and other relevant documentation together with travel arrangements to ensure the CEO/EP is fully prepared for all meetings, conferences and events.

Ability to write and produce reports, correspondence and documentation using own initiative and as directed in relation to specific and confidential matters on behalf of the CEO/EP.

Support the planning and coordination of Trust events, internal and external.

Assist with the maintenance of the Trust website and work with other PA's to the Principals to ensure that all school sites are consistent and correct.

Effectively liaise and communicate with academy staff, administrative teams and external agencies, particularly parents, representatives of the LA, Trustees, Governors and our local community.

Work with Senior Leadership Team to ensure the efficient and effective running of whole Trust events.

Work with the Trustees and governing bodies to provide support on behalf of the CEO/EP.

Produce documents as directed using a variety of platforms, to include Canva, PowerPoint, Word, Excel, and Visio.

Deal with staff, pupils, families, and the general public enquiries either face to face, electronically, or telephone. Ensuring responses are dealt with in a timely and accurate manner and providing excellent customer service.

Attend meetings and training sessions as required.

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.

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.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	Educated to A level or equivalent	- Level 4 certificate in Academy Governance - Educated to degree level or equivalent - Level 3 certificate in the Clerking of School and Academy Governing Boards - Level 3 Business Administration qualification
Experience	- Experience of providing an excellent administrative service in a relevant setting - Experience in a governance or operations role within an education and/or service (legal, commercial, charity) environment - Governance legislation, procedures and regulations relevant to the organisation - Elements of effective governance and board practice as they apply to the organisation	- Schools system: structures, accountability and funding - The core functions of a school governing/trust board as they apply to the organisation

	Essential	Desirable
Knowledge	• Literacy, numeracy and IT • written and verbal communication • minute taking • planning and organizational • people and relationship building • advisory skills (recommending a course of action) • risk aware/able to articulate risk in the context • problem solving • awareness of current issues and thought leadership relating to the governance of schools and academy trusts • understanding of charity law and governance in other sectors	• extensive knowledge of the schools system • extensive knowledge of governance law, structures, policy and practice in all types of state school
Skills	• high level communication and IT • High level of computer literacy and demonstrable ability to make use of the technology available including Microsoft Word, Excel, PowerPoint, Outlook, SharePoint, Canva and other ICT Programmes • High level strategic planning • Decision-making based on intelligent assessment of risk and benefits • Commercial acumen • Interpersonal/relationship building/stakeholder engagement skills	

PERSON SPECIFICATION

	Essential	Desirable
Skills	• Ability to collate, co-ordinate and present data within set deadlines • Ability to apply numeric and thorough analytical • skills to produce accurate, timely and meaningful information • Able to deliver excellent customer service, both externally and internally • Excellent interpersonal skills – including internal and external contacts • To deal with complex enquiries and ensure confidentiality is maintained at all times • Be able to work effectively	
Attitude	• personal integrity and commitment to the principles of public life • respecting confidentiality • confidence and influence as a senior leader • can manage and make decisions independently • ability to lead by example, coach, motivate and inspire others • agile thinker • innovator	

PERSON SPECIFICATION

	Essential	Desirable
Attitude	• Calm and resilient under pressure • Commitment to CPD and modelling this to others • Personal integrity and commitment to the principles of public life • Respect for confidentiality • Confidence and resilience (to challenge when necessary) • Commitment to professional development to maintain knowledge and improve	
Closing date for applications:	09:00am on Monday 27 July 2026	

To apply for this role, please complete a Lighthouse School Application Form available by visiting our website, or contacting recruitment@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.



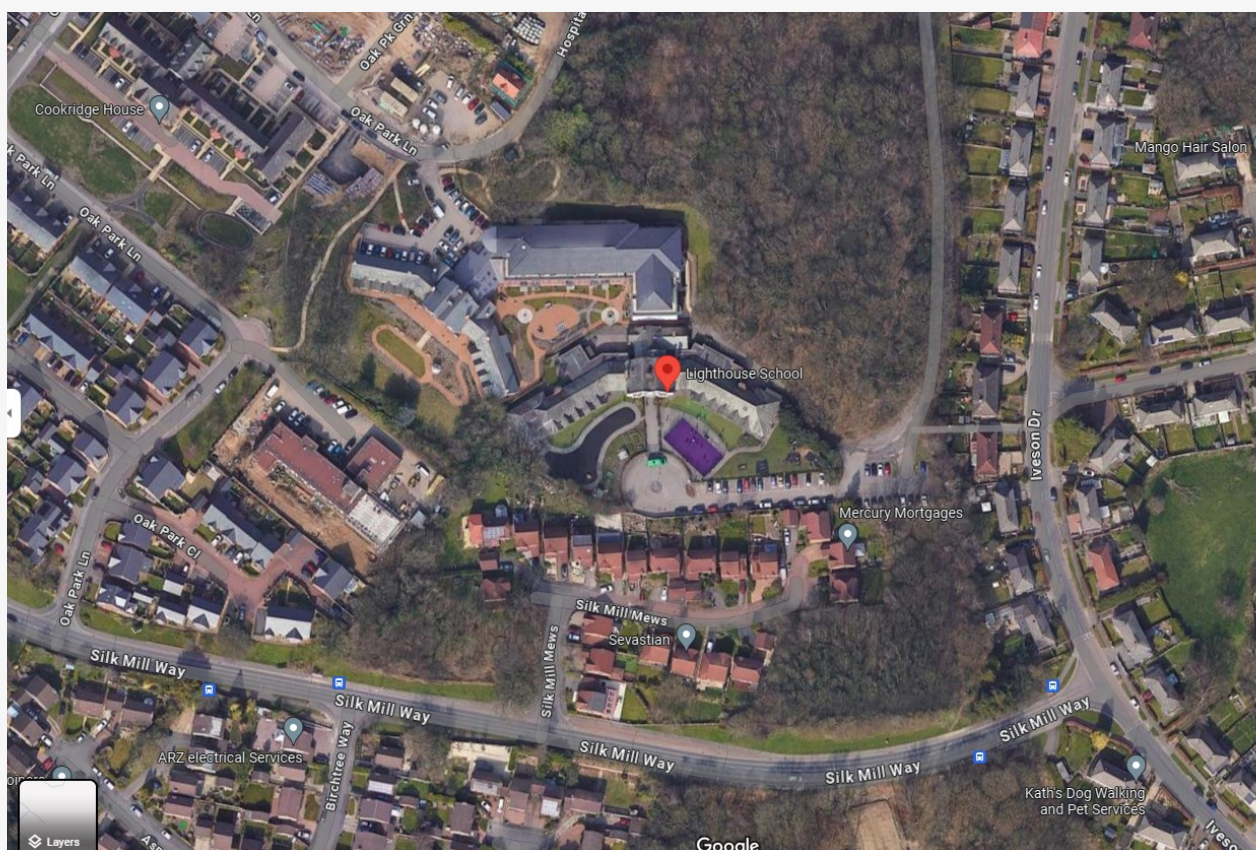
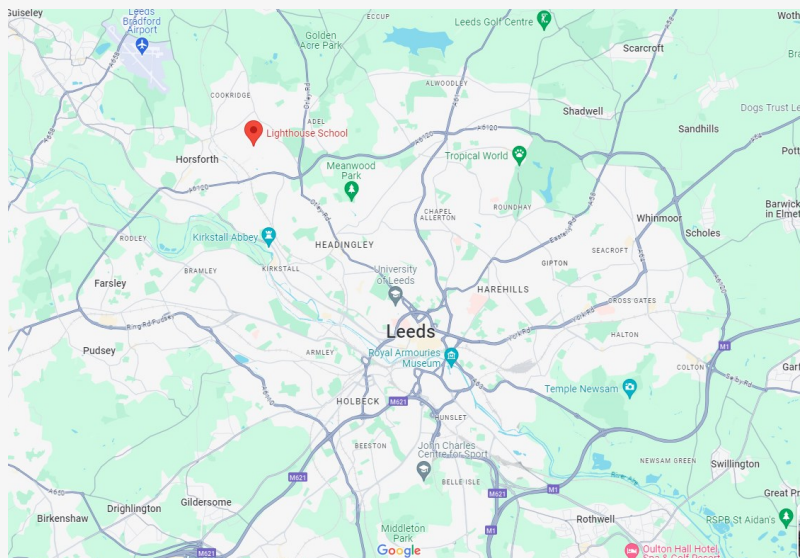
Our journey so far has been amazing and we are immensely proud of what our students have achieved. We are a 'Good' school with aspirations to be 'Outstanding' in the near future.

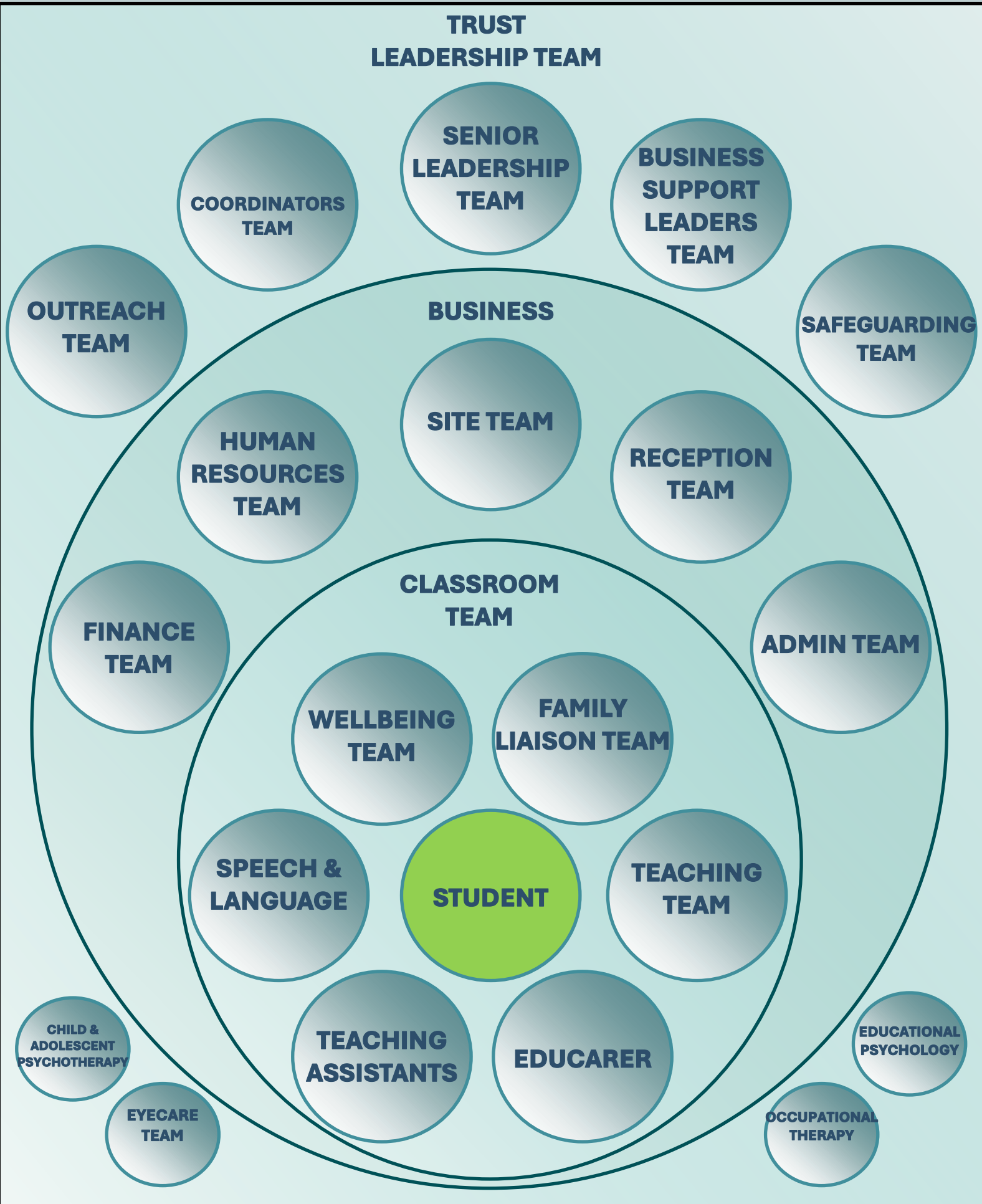
We provide a flexible learning environment, which reflects the bespoke needs of each and every one of our students. Ofsted (2023) recognised that the school has a calm but purposeful atmosphere, provides a highly ambitious curriculum, is well resourced, and leaders are tenacious when pursuing support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



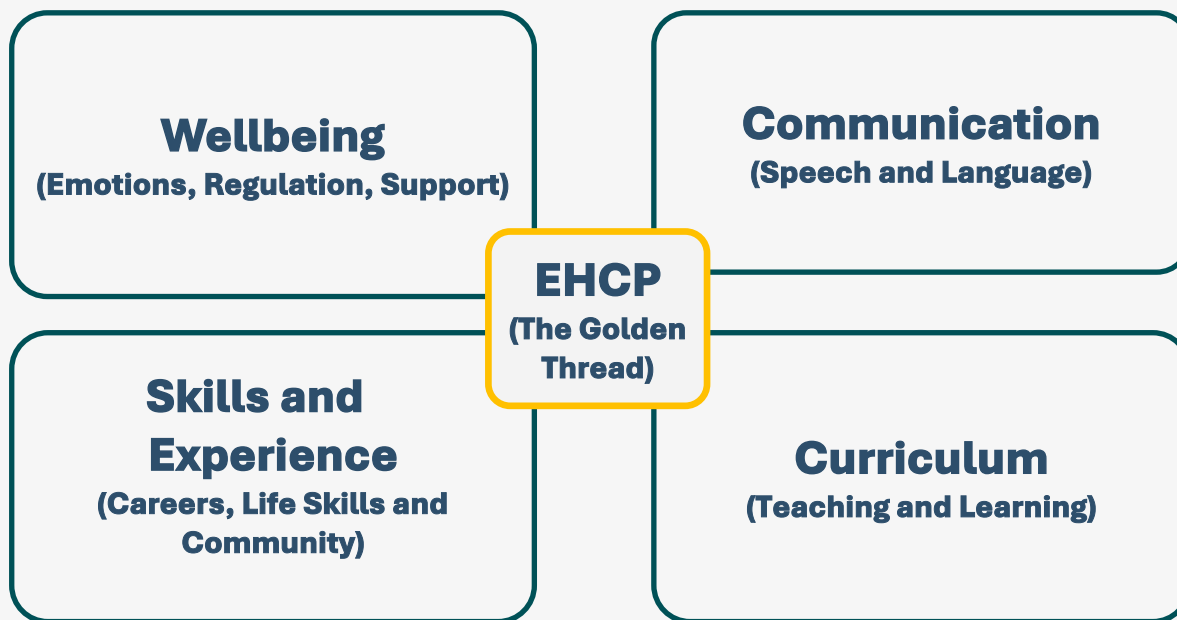
We are situated on the edge of woodland in the heart of Cookridge in North Leeds, just a 20-minute drive from Leeds City Centre on one side (with access to the M1 and M62) and on the edge of countryside on the other with the market town of Otley also just a 20-minute drive away. The spa town of Harrogate 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).





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:

- TeamTeach (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.

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.

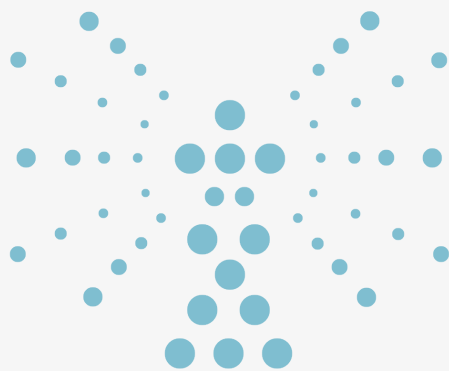
We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply to join us and positively encourage you to choose a career at our inclusive school.

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.





Lighthouse
School **Leeds**
Inspiring Bright Futures ...

Information correct as of May 2024