



Wellspring Academy Trust

Post Title: Office Administrator (Permanent Contract)

Academy: LaceyField: the home of Eastfield Infants and Nursery Academy and Lacey Gardens Junior Academy

Salary: G3

We are excited to announce the above vacancy.

Here at LaceyField, our aim is to create the conditions in which all children, families and staff can become the best version of themselves; achieving optimum happiness and success for life. We are 'Busy Being Brilliant' and we do this using our bee-haviours for learning; be kind, be brave, be in charge of me, be grateful, be curious and be on the team.

Does this sound like a place that you want to be part of? If so, then I invite you to join the team at LaceyField, the home of Eastfield Nursery and Infant Academy and Lacey Gardens Junior Academy.

If your intrigue has been sparked and this message resonates with you, then I welcome you to apply. Please visit our website and the Wellspring Trust website for further information. Please get in touch using the details below and good luck with your application.

As the Executive Principal, I am passionate about delivering our promise to enable everyone to become the best version of themselves. To achieve optimum happiness and success in life. We promise to do what is right for staff so that they are empowered, educated, enthused and well enough to do what is right for our tiny humans so that they can be the best version of themselves. This is an extremely exciting opportunity for someone who truly wants to make a difference for the children, families and staff that they serve.

Emma Beveridge (Executive Principal)

Wellspring Academy Trust

Both academies are part of the Wellspring Academy Trust, which is an established and growing Multi- Academy Trust with a difference. We operate Primary, Secondary, Special and Alternative Academies across Yorkshire, Lincolnshire and the Humber. We are committed to making a difference to the lives and life chances of the young people and the communities we serve.

As the Trust continues to grow, our roles offer pathways for ambitious and dynamic individuals who are determined to make a difference. We value our people; collegial working at all levels is central to our culture. High quality induction training and ongoing professional development support are guaranteed. There will be a broad range of opportunities for you to realise your professional vision and ambitions within the Trust.

We are interested in hearing from people who:

- Are self-motivated, customer-focused and organised.
- Enjoy working as part of an inclusive team.
- Have a commitment to supporting the work of education leaders and who are passionate about learning.



Wellspring Academy Trust is committed to safeguarding and promoting the welfare of our pupils. All posts are offered subject to enhanced DBS checks. References will be taken up prior to the interview.

If you are currently living overseas or have lived / worked overseas in the last five years please be aware that you will be required to provide an overseas criminal records check from the country/countries you have resided in, if you are the preferred candidate for the post.

Contract type	37 hours per week
Salary	G3 (Lincolnshire pay scale)
Start date	ASAP
Closing date	16 th May 2024
Shortlisting	17 th May 2024
Interview date	22 nd May 2023
Applications	hr@laceyfieldlouth.co.uk

www.wellspringacademytrust.co.uk