

**PA to the Principal**  
**Full-time or Part-time (4 or 5 days per week), term time only plus 1 week**  
**(39 weeks per year)**  
**Salary negotiable**

Lighthouse School in Leeds is a completely unique secondary school. In fact, we are the first of our kind in the country – a specialist free school. We focus on a ‘destination-led’ approach for our students who all have a diagnosis of autism (ASC).

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.

Lighthouse School is dedicated to maintaining its fantastic reputation of providing an individualised education. We provide a flexible learning environment which reflects the bespoke needs of each and every one of our students.

We are committed to inspiring and enabling our students, delivering meaningful skills for life in a holistic, nurturing, and stimulating learning environment. This is achieved through exceptional teaching, unwavering support, outstanding work experience, positive interactions, and role models. We repeatedly instil good behaviours in order to encourage resilience, independence, confidence, and wellbeing in all of our students.

***By holding the highest of ambitions for our students (even if they cannot see it for themselves), we shine a light on their potential to lead the brightest of futures.***

We are seeking a high calibre PA to provide day-to-day confidential administrative support to the Principal and Leadership Team. At all times work to raise the public image of the school and provide a welcoming, courteous reception to all school visitors.

To work as part of the administration team which provides administrative support for the Principal and other senior leaders. The post-holder will contribute to other aspects of the administrative and business support team’s functions, providing the highest levels of administrative services and the highest level of customer service to the wider school.

Please visit our website <http://www.lighthouseschool.co.uk/> for further details and a full application pack. Lighthouse School is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share this commitment. We are an equal opportunities organisation and welcome applications from all qualified and experienced individuals. An enhanced DBS check and disclosure is required for the successful applicant.

**Closing Date: 0900 Tuesday 4 January 2022**