



Post-16 Administrator

Grade 4, Scale Point 7

FTE £26,403 (Pro Rata £10,962)

18 hours per week, term time only

Required as soon as possible.

Legra Academy Trust provides high quality, high impact early years, primary and secondary education in Essex. Working together, we make a huge impact on the lives and education of both our young people and staff. We are committed to providing professional development for both our staff and governors, in order to achieve sustainable improvement.

As a Post-16 Administrator, you will be responsible for supporting the smooth day-to-day running of the Post 16 provision by acting as the first point of contact for students, parents, staff and external stakeholders. The role includes managing attendance processes, supporting student recruitment and admissions, coordinating key Post-16 events, maintaining accurate student records, and administering the student bursary. You will provide comprehensive administrative support to the Director of Post-16 and the wider team. Applicants should be highly organised, able to work both independently and collaboratively, and confident in managing a varied workload within a busy educational environment.

Experience working in a school environment would be desirable but not essential.

Legra Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Following safer recruitment procedures, this appointment will be subject to an enhanced disclosure from the Disclosure Barring Service, Social Media checks and satisfactory references. Belfairs Academy is an equal opportunities employer and we are committed to positive employment policies to promote equal opportunity in employment.

Please send completed application forms to:- hr@legratrust.org.uk

Closing Date for Applications: 13th March 2026

Interviews: W/C 16th March 2026