



Pendle
Education Trust

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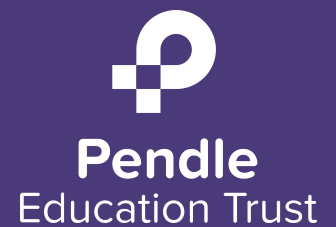
OFFICE ADMINISTRATOR
APPLICATION
PACK

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www.pendleeducationtrust.co.uk

INTRODUCTION

WHY WORK FOR PENDLE EDUCATION TRUST



This is an exciting time to join Pendle Education Trust. We are developing and always improving the academies within our family to ensure the highest standard of education for our children.

Pendle Education Trust is a family of academies in East Lancashire educating over two thousand children. The Trust is sponsored by Nelson and Colne College. Established in 2013, Pendle Education Trust continues to grow, welcoming new schools to our family.

Currently we have five Academies within our family, and we are looking forward to welcoming new additions over the coming months and years:

- **Castercliff Primary Academy**
- **Casterton Primary Academy**
- **Colne Primet Academy**
- **Pendle Primary Academy**
- **West Craven High School**

Our focus is exceptional leadership and meeting the needs of local families and the community. Through close collaboration with local partners and schools, we strive to deliver an excellent education for children in Pendle and surrounding districts.

Our vision is that every child should only be a short walk away from a world class school. We exist to empower, enable and inspire schools to provide an outstanding level of education and support through exceptional leadership, collaboration, innovative thinking and understanding of local needs.

In practice this means that we care passionately about all the children in our academies and believe in the difference our work can make to their lives. We have a fantastic staff of over 280 people across our academies – all dedicated to this single purpose.

We don't apologise for relentlessly driving forward improvements for the benefit of our children and staff and look for ways to collaborate within the Trust and with other schools and academies with like-minded philosophies. There will be considerable opportunities for professional development and there will be coaching and mentoring opportunities. We have strong links with our sponsor, Nelson and Colne College, to develop skills and potential in all Trust staff. We encourage participation in relevant networks and forums with other finance managers working in education.

You will have an excellent benefits package including a final salary pension scheme, a generous holiday entitlement and sociable hours of work. We are a flexible and supportive employer and would consider job share or part-time working applications. Please visit our website for more information about Pendle Education Trust.

JOIN US

WEST CRAVEN HIGH SCHOOL



West Craven is a small and vibrant secondary school for young people aged 11 to 16 years which serves this local Lancashire/Yorkshire community.

Barnoldswick is located on the Lancashire/Yorkshire border with both Leeds and Manchester drivable in just under an hour. Preston, Skipton and Bradford are easily commutable and the town is on the doorstep of the Yorkshire Dales National Park, Bronte Country and the Forest of Bowland. The Lake District, Morecambe Bay and the Fylde Coast are all a short drive away.

Our vision is to create a culture and ethos which promotes high aspirations and expectations, balanced with the highest level of care and support. We want students to love coming to West Craven, love learning and love being part of the academy family. The vision involves educating the whole child; our academy motto 'Ad Vitam Paramus' means 'We Are Preparing for Life'. We encourage all students to get fully involved in the life of the academy and the opportunities beyond the classroom.

As an academy at the heart of the community we want close links with our feeder primary schools, local businesses, colleges and training providers. The school is on a programme of rapid transformation and improvement. As part of Pendle Education Trust since 2016, the future of the school is bright.

By joining the West Craven High School family you will become part of a supportive and ambitious team. We have regular staff training and dedicate time to continuing professional development and staff wellbeing. Our culture is about always looking at how we can share best practice with each other and improve together.

We collaborate with our colleagues at Colne Primet Academy as well as the three primary academies in our Trust family and have the support of the Pendle Education Trust core team for functions such as Finance, Facilities, Human Resources, Health and Safety, IT, Marketing and Governance.

Please take the time to read the information in this booklet to find out more about this role and we look forward to receiving your application for this role.



#ASPIRE

Mr John Bates
Principal

VACANCY

OFFICE ADMINISTRATOR



Salary	Grade 4 SCP 4-6 (£23,114 - £23,893) pro rata. Actual Salary £19,544 - £20,202
Role Details	37 hours a week (Monday to Friday) Term time + 5 INSET days Fixed term contract until 24 July 2025
Required	As soon as possible
Closing Date	12pm on 7th May
Interview Date	TBC



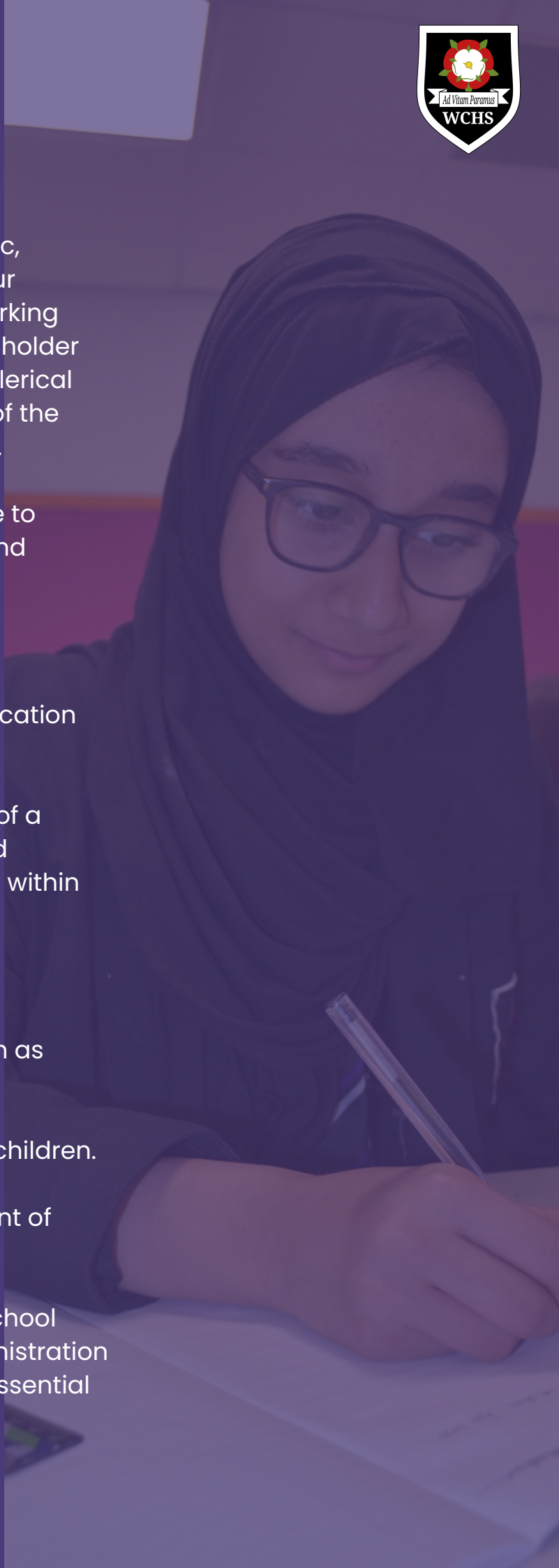
INTRODUCTION TO THE ROLE

We are seeking to appoint an enthusiastic, efficient and capable individual to join our excellent and supportive office team. Working closely with the Office Manager, the post holder will provide general administrative and clerical support to assist in the efficient running of the busy and often challenging school office.

The role requires the individual to be able to prioritise their workload, show initiative and demonstrate the ability to be flexible.

You must be:

- Hardworking, with excellent communication and organisational skills.
- Willing to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
- Able to work under pressure.
- Maintain confidentiality of information as appropriate.
- Able to relate well to colleagues and children.
- Presentable and comfortable in a 'front of house' role.
- Previous experience of working in a school office and knowledge of school administration will be a distinct advantage but not essential as full training will be given.



JOB DESCRIPTION

Reports to: Office Manager

1. Administrate all school admissions and leavers, liaising with the local authority where necessary.
2. Maintaining and updating manual and computerised records including student records, records of free school meals and school trips.
3. Maintaining contact details for students (manually and on SIMS), creating student files for new starters and archive files for leavers.
4. Provide general clerical and administrative support, including word processing, filing, routine correspondence, meeting room bookings.
5. Undertake reception duties including;
 - a. answer and direct all incoming phone calls
 - b. respond to routine queries, including emails and face to face
 - c. meet and greet all visitors to the school.
6. When dealing with parents, being the public face of the school, handling all situations, enquiries and difficulties with tact, common sense and sympathy.
7. Maintaining stock and ordering stationery and supplies, including the processing of orders, check of incoming deliveries.
8. Undertake any other duties the Office Manager or Principal deems appropriate.

Trust Responsibilities

1. Share the Trust's Vision, Mission, Values and Behaviours and communicate them effectively.
2. Participate in Staff Review and Professional Development activities, and be actively involved in the Trust's culture of high expectation.
3. Value diversity and promote equality.
4. Engage in marketing activities and liaison with employers and the wider community in line with Trust strategies.
5. Contribute to cross-Trust events.
6. Adhere to Trust policies and procedures including Health and Safety.
7. Be responsible for safeguarding and promoting the welfare of children and young people.
8. Any other duties that the Principal considers appropriate.

JOB SPECIFICATION

Qualifications

Good level of general education including GCSE Maths and English at Grade C / 4 or above **Essential**

Level 3 or other professional qualification relevant to the role **Desirable**

Experience

Working in an office environment, organisation of self and dealing with a range of stakeholders **Essential**

Experience of using Microsoft Office (including Word and Excel) **Essential**

Experience of working with school systems e.g. SIMS, Parent Pay etc.

Desirable

Experience of working in a school environment **Desirable**

Experience of working with and handling sensitive, confidential information

Desirable

Knowledge of GDPR, and restrictions surrounding the use and storage of data **Desirable**

Knowledge / Skills / Abilities

Excellent administrative skills **Essential**

Excellent interpersonal and communication skills at all levels, internally and externally, orally and written **Essential**

Excellent organisational skills, organisation of self **Essential**

Ability to work as part of a team **Essential**

High attention to detail **Essential**

Demonstrate a can-do attitude **Essential**

Presentable and comfortable in a 'front of house' role **Essential**

Understanding of data protection and confidentiality requirements **Essential**

Ability to form effective working relationships across the school **Essential**

Good numeracy and literacy skills **Essential**

Ability to be adaptable and use initiative **Essential**

Flexible attitude to work **Essential**

Able to work under pressure and prioritise conflicting demands **Essential**

Demonstrate a commitment to the process of continuous review and improvement **Essential**

Suitability to work with children, young people and/or vulnerable adults **Essential**

Flexible approach to working times in line with Trust requirements **Essential**





Pendle
Education Trust

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Company Registration Number

08263591

Place of Registration

England and Wales