



Pendle
Education Trust

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**GENERAL SCHOOL
ADMINISTRATOR
APPLICATION
PACK**

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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.

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

COLNE PRIMET ACADEMY



Now is a really exciting time to be joining Colne Primet Academy as we go through a period of rapid expansion, both in terms of staff and student numbers and with extensive new building and refurbishment work completed in September 2024.

We currently have 885 students on roll from a diverse range of backgrounds, and the students numbers continue to grow up to our full capacity of 1050 over the next few years. Throughout the school, we have students who speak 23 different languages. Working with such a diverse community brings lots of opportunities for students to learn more about each other and themselves.

By joining the Primet family you will become part of a supportive and ambitious team. The core drive of being part of the Primet staff team is about wanting the best for our students, and to help them overcome any barriers to their success. Our aim here at Colne Primet Academy is to give each and every child the very best educational start in life. At all times, we guide, support and inspire.

We collaborate with our colleagues at West Craven High School 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.

We are proud of the positive atmosphere that exists within the Academy. Visitors very often comment on the calm and orderly surroundings and the warm, welcoming and friendly ethos we have created. We believe that high achievement comes as a result of a positive atmosphere, high expectations and mutual respect.

Our core values are based on the Primet Positives: Progressing, Respectful, Inclusive, Motivated, Expressive and Together. These values are embedded in everything we do throughout school, and we are very proud of what Colne Primet Academy stands for in its community – we hope you want to be a part of that too.

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.



Mrs Julia Pilkington
Principal

#PROUDTOBEPRIMET



VACANCY

GENERAL SCHOOL ADMINISTRATOR (SEND)



Pendle
Education Trust

Salary	Full-time salary £24,790. Pro-rata salary £20,961.42.
Role Details	37hrs per week, term time only. Part time applications welcome.
Required	February 2025, or sooner if possible
Closing Date	9am on Monday 13th January 2025
Interview Date	Between 15th to 22nd January 2025



#PROUDTOBEPRI MET

JOB DESCRIPTION

Job title – General School Administrator (SEND)

Reports to – Director of SEND

Role Specific

- 1.To provide general clerical and administrative support including, but not limited to, general filing, word processing, photocopying and distributing mail.
- 2.Deal with a variety of enquiries from visitors, students, parents, external agencies and members of the public in a professional manner, in person, over the phone or by email.
- 3.Able to decide on many conflicting priorities of own workload, and maintain an organised and efficient working environment.
- 4.Create and maintain manual and computerised student files, ensuring that data kept is accurate, up-to-date and recorded in the correct place.
- 5.Work as part of the SEND team, to support colleagues within this team and across school.
- 6.Ensure the office environment is tidy and maintained to the best standard.
- 7.Any other duties the Director(s) of SEND or Principal considers 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

PERSON SPECIFICATION

Person Specification – General School Administrator (SEND)

Qualifications and Attainments

Minimum of 4 GCSEs (or equivalent qualification) at grade C, including Maths and English
Essential

Level 3 qualification in Business Administration or equivalent **Desirable**

Any relevant SEND, teaching assistant or teaching qualifications **Desirable**

Training, Experience and Knowledge

Experience of undertaking administrative tasks **Desirable**

Experience of reception duties and dealing with a range of stakeholders in a professional manner **Desirable**

Ability to prioritise and effectively manage a busy workload **Desirable**

Experience of working with and handling sensitive, confidential information **Desirable**

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

Experience of working in an educational environment **Desirable**

Experience of using the SIMS database or other MIS system **Desirable**

Awareness and/or experience of supporting students with SEND in education, including of EHCPs **Desirable**

Personal Skills and Attitudes

Excellent IT skills including use of Office 365 suite of software **Essential**

Excellent Time Management skills **Essential**

Possess excellent communication skills **Essential**

Ability to work in a fast-paced environment and meet deadlines **Essential**

Display initiative, be positive and enthusiastic **Essential**

Demonstrate a commitment to equality and diversity, customer service and quality assurance **Essential**

Be a team player **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**

PERSON SPECIFICATION

Experience and Training

Significant recent and relevant experience as senior or middle leader **Essential**

Evidence of leadership experience of a team, and ability to establish excellent working relationships within a team and for that team with the whole school community

Essential

Excellent classroom practitioner with understanding of high quality teaching and learning

Essential

Successful and proven track record of leading a whole school area with a demonstrable impact on school improvement **Essential**

Experience of line management and holding others to account with demonstrable positive impact **Essential**

Evidence of planning and implementation of strategies which impact on effective pupil progress **Essential**

Experience of analysing and interpreting assessment data to ensure effective student progress, raise standards and achieve outstanding pupil outcomes **Essential**

Successful development of colleagues **Essential**

Skills and Abilities

Able to lead others in promoting aspirational outcomes for SEND and vulnerable learners

Essential

Ability to contribute to strategic planning for whole school development **Essential**

To be flexible and able to take both a proactive and responsive approach to leading and managing change **Essential**

To be a good communicator and be able to present to a wide range of audiences

Essential

To promote equality of opportunity throughout all aspects of Academy life **Essential**

To lead others with energy, enthusiasm and tenacity to command respect and to provide an environment where others feel valued and motivated **Essential**

Attitudes and Beliefs

Commitment to excellence Commitment to inclusivity, equality and diversity **Essential**

Commitment to the role of secondary education in developing children's life chances and enabling them to achieve their full potential **Essential**

Commitment and passion for excellence in teaching and learning for children at all levels

Essential

Commitment to ensuring a healthy and safe environment and the welfare of children and staff **Essential**

Commitment to quality and to continuous personal and Academy improvement **Essential**

Commitment to high professional and personal standards of work and conduct **Essential**

Commitment to the values of Pendle Education Trust **Essential**

PRE EMPLOYMENT CHECKS

Please note: All of our positions are subject to an enhanced DBS check. If there's any reason why this may preclude you from being considered, please contact the Pendle Education Trust team. In line with Keeping Children Safe in Education 2024, an online search will be carried out as part of our due diligence on shortlisted candidates.

CVs are not accepted. If you're interested and would like to submit an application, please complete our online application form via our website careers.pendleeducationtrust.co.uk

Equal Opportunities statement

We are an Equal Opportunities employer, welcoming applications from all sections of the community.

Rehabilitation

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful you will be required to apply to the Disclosure and Barring Service (DBS) for a 'disclosure'. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at www.gov.uk/dbs or alternatively a copy is available on request.





Pendle
Education Trust

Pendle Education Trust
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Company Registration Number

08263591

Place of Registration

England and Wales