



**Pendle**  
Education Trust

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**OFFICE MANAGER AT  
CASTERTON PRIMARY  
ACADEMY**

**APPLICATION  
PACK**

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[www.pendleeducationtrust.co.uk](http://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 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

## CASTERTON PRIMARY ACADEMY

At Casterton Primary Academy, we aim to provide an environment where all children are inspired to learn and achieve to the very best of their ability. Our children love coming to school. They feel safe, develop strong friendships, have fun in their learning and their play, and have the confidence to explore new challenges. We have excellent relationships with parents whom we work closely with.

Our core values are based on our vision that every child will SHINE: they will be Safe, Here, Inspired, Neighbourly and Excellent in everything they set out to achieve. These values are embedded in everything we do throughout school.

The curriculum at Casterton Primary Academy is learner-centred and has been developed internally to reflect the needs of our children and community over a 2 year rolling programme. We offer a fully inclusive curriculum which enables all children, regardless of their individual starting points, to thrive and succeed. Being active and developing fundamental movement skills that can be applied throughout life is an important part of our curriculum. We have an active role within Burnley Sports Partnership giving the children a wide range of opportunities.

One of our many strengths lies in the mixed catchment that we draw from which mirrors the local community of Burnley. We have approx. 290 children on roll from a range of backgrounds, a large proportion of whom speak English as an additional language.

By joining Casterton Primary Academy, you will become part of a supportive and ambitious team. We collaborate with our colleagues at Pendle Primary Academy and Castercliff Primary Academy, as well as the two secondary academies in the Pendle Education Trust family, and benefit from the support of the Trust's 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. We always encourage visits to school from prospective parents and staff so that you can feel the positive environment and culture we have at Casterton. We look forward to receiving your application.



**Mr Paul Whaling**  
**Principal**

# VACANCY

## OFFICE MANAGER



<b>Salary</b>	Grade 6, SCP 11-19. £22,958.90 to £26,156.59 after pro-rata calculations, dependent on experience. FTE salary is £27,279 - £31,067.
<b>Role Details</b>	35 hours per week. Term time plus 10 days.
<b>Required</b>	1 <sup>st</sup> September 2025 or as soon as possible after
<b>Closing Date</b>	9am on Monday 7 <sup>th</sup> July
<b>Interview/Task Date</b>	Date TBA in July



# JOB DESCRIPTION

**Accountable to:** The Principal

## Key Responsibilities

### Role specific

- To provide a pleasant and efficient reception as a point of contact for parents and all visitors to school.
- Deal with queries and provide information and advice about the school and school activities in person, by telephone and by email.
- Line manage and organise the office staff ensuring team members' workloads are efficiently managed and prioritised to meet relevant deadlines
- To assist in recruitment processes.
- To ensure confidential files are maintained.
- To co-ordinate the taking of accurate and timely minutes of key meetings.
- To undertake identity checks when required and maintain the Single Central Record.
- To process orders into the Finance System and follow finance regulations.
- To ensure payments received in the office are recorded correctly and balanced (Parent Pay and cash).
- To complete and process staff change forms and overtime as applicable
- To manage the monthly payroll reports.

## Trust Responsibilities

- Share the Trust's Vision, Mission, Values and Behaviours and communicate them effectively
- Participate in Staff Review and Professional Development activities, and be actively involved in the Trust's culture of high expectation
- Value diversity and promote equality
- Engage in marketing activities and liaison with employers and the wider community in line with Trust strategies
- Contribute to cross-Trust events
- Adhere to Trust policies and procedures including Health and Safety
- Be responsible for safeguarding and promoting the welfare of children and young people
- Work flexibly including, where necessary, evenings and weekends
- Any other duties that the Principal or Chief Executive consider appropriate

# PERSON SPECIFICATION

## Qualifications and Attainments

4 GCSEs, including English & Maths at Grade C or above (or equivalent) - **Essential**

A degree or equivalent level qualification – **Desirable**

## Experience, Skills and Knowledge

Experience of working in a busy office environment – **Essential**

Experience of providing outstanding administrative support – **Essential**

Experience of working in a team – **Essential**

Experience of using initiative and making decisions – **Essential**

Experience of supervising staff – **Desirable**

Experience of working in the Education Sector - **Desirable**

Experience of using a finance package - **Desirable**

## Personal Attributes

Excellent IT skills – **Essential**

Ability to manage multiple tasks and prioritise workload – **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**

Ability to respect confidentiality – **Essential**

Good administrative skills - **Essential**

Ability to keep accurate and up to date records - **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 the school (attendance at Open Events, Parents' Evenings etc, as required) - **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](https://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](https://www.gov.uk/dbs) or alternatively a copy is available on request.





**Pendle**  
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**Company Registration Number**  
**08263591**

**Place of Registration**  
**England and Wales**