



Haslingden High School and Sixth Form

Admin Assistant

(Temporary to cover maternity leave)

APPLICATION PACK



HEADTEACHER: MR R CLARKE (BA HONS)



VACANCY INFORMATION

Admin Assistant

(Temporary to cover maternity leave)

Required 1 December 2025

37 hours per week

Temporary, term time only + 3 INSET days + 5 days during the school holidays

08:00 – 16:00 Monday – Friday with ½ hour for lunch

08:00 - 15:30 Friday with ½ hour for lunch

Grade 4 Points 4-6

Less than 5 years' service: £22,189 - £22,897

5 years' service or more: £22,797 - £23,525

The governors of this high performing 11-18 school are seeking to appoint a highly motivated, flexible and creative Admin Assistant to support the pastoral team in successfully delivering their vision for this high performing school. The successful candidate will confidently and compassionately provide support for the heads of school, heads of year and other pastoral colleagues. Empathy, an appreciation for confidentiality and a sense of humour are all essential aspects of this role.

Further details and an application form are available on our website: www.haslingdenhigh.com/vacancies

Haslingden High School and Sixth Form is committed to safeguarding and promoting the welfare of children and young people and takes its statutory duties and responsibilities in this context very seriously. We fully expect everyone working in or behalf of the school to share our commitment. As such, this post is subject to satisfactory DBS clearance and references.

Closing date for applications: 9am Monday 13 October 2025

Interview date: Monday 20 October 2025



Haslinden High School and Sixth form

Headteacher: Russell Clarke (BA Hons)



Dear Applicant,

Thank you for your interest in the post of Admin Assistant at Haslingden High School and Sixth Form.

Due to an upcoming maternity leave, the Governors are seeking to appoint an enthusiastic, skilled and dedicated Admin Assistant to support the pastoral deputy headteacher, heads of school and heads of year in a range of administrative roles on a temporary basis, that will ultimately support the school's drive towards 'Achievement for All'. The anticipated start date would be the 1 December 2025 on a temporary contract until the return of the present postholder. The successful candidate should have experience against the job description accompanied by a successful track record. They should have the skills and energy to inspire and motivate colleagues as well as the mindset to overcome challenges and solve problems.

Haslingden High School is a high performing school and has an excellent reputation both locally and beyond. The school is significantly oversubscribed for the 270 places available annually in Year 7. We have wonderful students who are proud to be part of our school; a committed, talented staff and excellent facilities. We can look to the future, however uncertain it currently appears nationally, with confidence. We were inspected by Ofsted in May 2022 and they acknowledged the many significant strengths of the school in what is a very pleasing report, rating it as good.

Our GCSE results have been consistently strong in recent years. Our students performed exceptionally well given the challenges that they have faced and we remain very proud of all we have achieved together as a school community. We have a successful sixth form where students make strong progress and many of them choose to go on to university, the vast majority at their first choice of establishment.

In order for our school to operate in a smooth and effective manner, we know that we need the support of all colleagues and teams. We are very fortunate that our support staff are a highly effective and hardworking team who underpin all the great work that we do.

Haslingden High School seeks to provide an outstanding holistic education for our students. Whilst achieving fantastic examination results is one of our core aims, our remit is much wider. We endeavour to equip all our students with the skills for further study and the world of work; provide them with the tools to develop their own set of values and beliefs conducive to being a good citizen; and provide an extensive range of extra-curricular activities for students to develop their own interests and aptitudes.

The successful applicant will find caring, friendly and supportive colleagues, committed to providing the very best life chances for all our students. We look forward to receiving your completed application form together with an accompanying letter (of no more than two sides of A4 font size 10), outlining how your skills and experience have prepared you for this role. The closing date for applications **Monday 13 October at 9.00am** with interviews scheduled for **Monday 20 October 2025**.

Haslingden High School and Sixth Form is committed to safeguarding and promoting the welfare of children and young people and takes its statutory duties and responsibilities in this context very seriously. We fully expect everyone working in or on behalf of the school to share our commitment. As such, this post is subject to satisfactory enhanced DBS clearance and references.

Yours sincerely



Mr R Clarke
Headteacher



OUR SCHOOL AIMS

Achievement for All: for all our students to be safe, happy and successful, developing as individuals into caring, responsible citizens equipped for life in the 21st century

We strive to:

- **Create successful learners**, who achieve the best possible qualifications, alongside equipping them with the skills and motivation to overcome future challenges
- **Ensure all students experience an exciting, ambitious and inclusive curriculum** that is well-planned, broad, diverse and expertly delivered. Our curriculum will inspire and motivate all students to want to know and remember more, allowing them to become lifelong learners
- **Provide access to a wide range of opportunities** and experiences beyond the taught curriculum, enabling all our students to leave our school with high aspirations
- **Work in partnership to offer a personalised approach to care, guidance and support** that will ensure all students feel and know how to keep themselves safe and happy. Students' physical, mental and emotional wellbeing is at the forefront of everything we do, empowering them to make informed choices
- **Guide students, helping them to become kind, resilient and ethical individuals** who will make a positive contribution to their local community and beyond. They will embrace change and leave as well-rounded individuals with a strong set of values and beliefs

OUR CURRICULUM RATIONALE



Our curriculum is coherently planned and sequenced to ensure we deliver our overarching aim of 'Achievement for All': *'for all our students to be safe, happy and successful, developing as individuals into caring, responsible citizens equipped for life in the 21st century'*.

Achievement for All is underpinned by our school aims and it is as a result of our rich and challenging curriculum that we are able to meet the needs of our entire school community. We wholeheartedly believe that our curriculum is much broader than just our taught lessons and is present in every exciting opportunity and experience that we are so passionate about providing for the students within our school community.

"Learning is a constant process of discovery – a process without end"

Accepting that this statement is true, we firmly believe that our curriculum must look well beyond what is examinable and strive to develop well rounded, resilient individuals who are equipped with the necessary knowledge, skills and attitude to overcome future challenges. The curriculum at Haslingden High School and Sixth Form ensures students acquire a strong set of values and beliefs, leaving with the cultural capital to be successful learners in the future, who can confidently overcome new and more complex problems and are well equipped to navigate change.

The individual subjects combine to make up our curriculum and all recognise the unique contributions they can provide to a child's development as they make their way through school. Our curriculum is broad, balanced and ambitious, with the national curriculum offering a foundation on which to build. The three year Key Stage 3 allows for students to develop the building blocks of what they need to know and do in preparation for future success.

Each year has its own place in our curriculum and builds sequentially on prior learning whilst also preparing students for the next stages of their education, employment or training. We prioritise opportunities to facilitate knowledge retrieval, assisting students to commit knowledge to long term memory and therefore reducing cognitive load when meeting new learning. This, in conjunction with our belief in the importance and value of metacognition and high-quality vocabulary, supports students in forming connections to other things they know, believe or have experienced, which in turn unlocks students' potential to access further learning and understanding.

Our curriculum is designed to be inclusive for all learners. We recognise the challenges faced by our most vulnerable and disadvantaged learners and as such, our curriculum is adapted, designed and developed to overcome these barriers to success. We have placed greater emphasis on oracy, reading and vocabulary and seize opportunities within our curriculum to explicitly address these factors that limit performance.

With curriculum development being part of our daily practice, we believe that it is our coherent approach to planning and design, aided by expert delivery, that creates the perfect platform upon which to secure deep learning in the classroom and beyond. We believe we create the opportunities and experiences to motivate and inspire Haslingden High School and Sixth Form students to develop a passion for learning that will go with them into the world and ensure that they are both proud of their time at our school and that they are well prepared for their future.



Admin Assistant

	Essential	Desirable
Application form and/or letter		
Knowledge, experience and qualifications:		
➤ 5 or more GCSEs, including a Level 2 (or equivalent) in English and maths.	✓	
➤ Evidence of professional qualifications relevant to the post		✓
➤ Experience of working in a busy administrative environment	✓	
➤ A commitment to their own personal development and a willingness to undertake further training as required	✓	
➤ A knowledge and understanding of running effective administrative systems	✓	
➤ Evidence of personal commitment to professional development	✓	
➤ Experience of working under pressure	✓	
➤ Experience of demonstrating flexibility in the work place	✓	
Interview and/or letter		
Skills, competencies and attributes:		
➤ Excellent administration skills with a high level of attention to detail	✓	
➤ Can inspire and influence all colleagues to support the school's ambition of 'Achievement for All'	✓	
➤ A belief in the school's overarching aim to provide the very best for each student	✓	
➤ Models good practice and leads by example, with integrity, positivity, creativity, resilience and clarity	✓	
➤ High level critical reasoning skills to identify, construct and evaluate arguments, consider the effectiveness of ideas and solve problems	✓	
➤ Excellent communication skills for a variety of audiences	✓	
➤ High levels of commitment, enthusiasm and motivation	✓	
➤ Consistently demonstrate adaptability and flexibility, with a strong work ethic	✓	
➤ Demonstrate a high level of confidentiality, discretion, sensitivity and diplomacy	✓	
➤ A high level of emotional intelligence	✓	
➤ A sense of humour and the ability to keep things in perspective	✓	
➤ The ability to prioritise and organise time effectively, working independently where required	✓	
➤ The ability to remain calm and controlled under the pressures of working in a demanding and changing environment	✓	
➤ Possess, personal characteristics:		
○ Approachable	✓	
○ Empathetic		
○ Committed		
○ Enthusiastic		
○ Ethical		

<ul style="list-style-type: none"> ○ Honest ○ Organised ○ Patient ○ Resourceful ○ Resilient 		
Application form and letter		
➤ The supporting letter should be clear, concise, accurately written and presented in an organised way in no more than two sides of A4	✓	
➤ The application form should be accompanied with a letter outlining how your experience to date has prepared you for this role	✓	
➤ The application form should be fully completed and accurate	✓	

JOB DESCRIPTION



37 hours per week

Term Time Only, plus 3 INSET days, plus 5 days during the summer holidays

08:00 - 16:00 Monday - Thursday with ½ hour for lunch

08:00 - 15:30 Friday with ½ hour for lunch

1. To provide secretarial and administrative support for the school with a particular focus on the Pastoral Team. To include, detentions, suspensions, rewards, the Sharp System and behaviour incidents including confiscated items
2. Diary management, organisation of meetings and minute taking
3. Liaise with local primary schools and work alongside the Head of Year 7 in relation to primary school transition. This will include: taster sessions, coffee mornings, coach bookings, marketing and communication with parents
4. To assist other members of the admin/reception team when required, in particular during periods of absence
5. To maintain the systems and records for free school meals
6. To maintain filing systems on behalf of the pastoral team as required
7. To organise appointments and meetings as required on behalf of members of the pastoral team, ensuring that refreshments are available if required
8. To assist the pastoral team with key events such as GCSE awards evening, parents' evenings, commendation assemblies and open evening
9. To support the Head of Upper School with the prefect application process
10. To assist the pastoral team with gathering information on students in preparation for pastoral meetings including academic and CPOMS reports
11. To work closely with the Student Services Officer, covering her position during her absence
12. Any other such duties as may be required that are commensurate with the grade/post

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

WELLBEING & MENTAL HEALTH

OUR SCHOOL COMMUNITY STRATEGY



At Haslingden High School and Sixth Form we are committed to supporting the mental health and wellbeing of our students and staff through our proactive approach in advocating positive mental health.

Our long term strategy:

- Prioritise staff mental health
- Support staff to take responsibility for their own and others wellbeing
- Give leaders access to the tools and resources to support wellbeing
- Revisit the communications policy
- Ensure staff have a voice in decision making
- Drive down unnecessary workload
- Champion flexible working and diversity
- Create a good behaviour culture
- Support staff to progress in their careers
- Protect leaders' wellbeing and mental health
- Hold ourselves accountable for measuring staff wellbeing through the Positive Workplace Survey



"Haslingden High School continues to be a 'good' school"



Ofsted report 2022

"Pupils behave well...they are keen to learn"

"Staff provide a wide range of enrichment activities"

"Pupils told inspectors that they feel safe...Pupils enjoy strong relationships with one another and with staff"

'Leaders, governors and staff have high expectations of what pupils and students should achieve'

"There is a strong safeguarding culture throughout the school"

"Pupils and students in the sixth form are proud to be part of Haslingden High School and Sixth Form. Pupils told inspectors that this is because it is friendly and welcoming. They enjoy coming to school."



Useful Information

Thank you for your interest in joining our incredible team of staff here at Haslingden High School and Sixth Form.

Application forms can be found at the bottom of the [vacancies section](#) of our website.

Please email your application to vacancies@haslingdenhigh.com

If you have any questions, please do not hesitate to get in touch.



Haslingden High School and Sixth Form

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www.haslingdenhigh.com



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