



# PENDLE COMMUNITY HIGH SCHOOL & COLLEGE



## APPLICATION PACK

[WWW.PCHS.LANCS.SCH.UK](http://WWW.PCHS.LANCS.SCH.UK)

## APPLICATION PACK – VOC ED CENTRE MANAGER

Pendle Community High School and College (PCHS&C) is an outstanding community special school for students with generic learning difficulties. We currently have 165 students on roll (ages 11 -19), with a variety of special educational needs including autistic spectrum disorders, speech, language and communication needs, and physical, medical and/or sensory needs.

PCHS&C moved into our purpose-built accommodation in 2008, where it is co-located with a mainstream secondary school. Our school and college provide an exciting and enriching environment, with a range of opportunities for social and educational inclusion.

Dear Candidate,

Thank you for requesting more information about the vacancy of **Voc Ed Centre Manager** at Pendle Community High School & College (PCHSC). At PCHSC our core values are at the HEART of everything we do:

Honesty

Embrace diversity

Ambition

Respect

Togetherness

We are delighted that you have shown an interest in joining our thriving community. If you decide to pursue your application and are successful in securing a job with us, you will be joining a highly committed and dynamic staff team who all play a part in making a real difference to the lives of families, carers and young people with special educational needs.

In addition to this, we also offer a number of staff benefits which includes but is not limited to:

- Enrolment into the Local Government Pension Scheme
- Access to Employee Assistance Program
- Free use of our on-site gym
- Free on-site parking
- Access to the National College and regular CPD opportunities
- Term time only working (*pay pro rata to reflect this*)

For more information about our school & college, please visit our website [www.pchs.lancs.sch.uk](http://www.pchs.lancs.sch.uk).

The post you are applying for is covered by the Rehabilitation of Offenders (Exceptions) Act 1975. If successful, you will be required to apply to the Disclosure and Barring Service for an enhanced disclosure. Please note that if shortlisted, we will seek references before you attend the interview.

Please note that in line with Keeping Children Safe in Education 2022 an online search will be carried out as part of our due diligence on shortlisted candidates.

We wish you all the best with your application.



D Grogan,  
Head Teacher



## IMPORTANT INFORMATION

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### SAFEGUARDING

In this school, the welfare of the child is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

The post you are applying for is covered by the Rehabilitation of Offenders (Exceptions) Act 1975. If successful, you will be required to apply to the Disclosure and Barring Service for an enhanced disclosure.

Please note that in line with Keeping Children Safe in Education statutory guidance; an online search will be carried out as part of our due diligence on shortlisted candidates. Please note that if shortlisted, we will seek references **before** you attend the interview.

### 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 & SAFETY

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy. Lancashire County Council operates a smoke and vape free policy on all sites.

### ATTENDANCE

This school is committed to achieving and maintaining a high level of attendance from all employees through the application of good management practice. The School Leadership Team will monitor overall levels of sickness absences regularly, will support employees during periods of sickness and will arrange for confidential reports to be submitted to Governors. Action will be taken in accordance with the guidelines and procedures adopted by the school to deal with unacceptable levels and frequency of sickness absence. All employees must understand the importance of good attendance and ensure that any sickness absence is kept to a minimum and that during any such absence they do not undertake any activity which is incompatible with the illness or which may delay recovery.

### SUBMITTING YOUR APPLICATION

Please complete the application form enclosed and submit electronically to Debbie Saxton, HR Administrator, via email at [dsaxton@pchs.lancs.sch.uk](mailto:dsaxton@pchs.lancs.sch.uk).

## APPLICATION PACK – VOC ED CENTRE MANAGER

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### ABOUT THE VOC ED (VOCATIONAL EDUCATION) CENTRE:

At our Vocational Education Centre, we are proud to support students with special educational needs and disabilities (SEND) in developing the skills, confidence, and independence needed for meaningful futures. Every initiative we undertake is designed to be inclusive, practical, and empowering; ensuring that all learners thrive in real-world environments while contributing to their community.

#### **The Bay Leaves – Catering & Hospitality Café**

*The Bay Leaves* will be a specialist catering and hospitality café that provides students with SEND the opportunity to gain hands-on experience in a supportive and structured environment. Our aim is to build confidence and industry-relevant skills & accreditations, preparing students for employment or further training. The college will also serve the local community by offering high-quality, affordable meals prepared by our learners.

#### **The Chocolate Centre – A Social Enterprise**

The *Chocolate Centre* will offer students the chance to specialise in chocolatier skills through a real-world social enterprise. This initiative allows learners to develop fine motor skills, creativity, and business awareness while producing and selling chocolate products. It's a safe and nurturing space where students can grow their talents and contribute to a sustainable business model.

#### **The Garden – Horticulture & Sustainability**

Our garden project is designed to be therapeutic, educational, and practical. Students will learn gardening skills, from planting fruit trees to growing herbs and vegetables for use in our culinary programmes. The garden also supports sensory development and wellbeing, while contributing to our social enterprise through the sale of indoor and outdoor plants.

#### **The Community Hall – Engagement & Enterprise**

We aim to make our Community Hall a vibrant hub for both students and the wider community. By offering inclusive classes such as yoga and improving our conference facilities, we create opportunities for students to engage with others, build social skills, and take part in enterprise activities. This initiative also supports our goal of becoming more financially self-sufficient.

## VOC ED CENTRE MANAGER – JOB DESCRIPTION

<b>JOB TITLE:</b>	Voc Ed Centre Manager
<b>GRADE:</b>	Grade 7
<b>HOURS / WEEKS:</b>	37 hours over 5 days, 40 weeks
<b>CAR USER:</b>	Essential
<b>LOCATION:</b>	Pendle Community High School & College / Voc Ed Centre
<b>RESPONSIBLE TO:</b>	Senior Leadership Team
<b>STAFF RESPONSIBLE FOR:</b>	Site Supervisor, staff using the site
<b>JOB PURPOSE:</b>	<b>The main objectives to be achieved by the Post holder</b>
<p>The Voc Ed Centre Manager will be responsible for the day-to-day operation and strategic development of the Centre. This includes overseeing all activities, managing staff and students, and ensuring the centre supports the educational and vocational needs of our learners.</p>	
<b>MAIN ACTIVITIES:</b>	<b>What the post holder will actually do</b> <b>What prescribed duties the post holder will have</b>
<ul style="list-style-type: none"> <li>Running the Vocational Education Centre and ensuring smooth daily operations.</li> <li>Maintaining the vegetable beds, including creating and managing a rota for planting and coordinating community use.</li> <li>Managing the community café and kitchen, ensuring high standards of service and hygiene.</li> <li>Handling the environmental health application and ensuring compliance with relevant regulations.</li> <li>Overseeing health and safety protocols within the centre to ensure a safe environment for all users.</li> <li>Running the chocolate centre and integrating its activities into the vocational curriculum.</li> <li>Managing staff and students who use the centre, providing guidance and support.</li> <li>Managing the site supervisor and organising their tasks, including cleaning and maintenance.</li> <li>Supporting students in gaining accredited qualifications through vocational training.</li> <li>Leading 8-12 sessions per week linked to catering, providing hands-on learning experiences.</li> <li>Collaborating closely with the Design and Technology (DT) department to align vocational activities with curriculum goals.</li> <li>Organise &amp; assist with catering for school &amp; community events.</li> </ul>	
<ul style="list-style-type: none"> <li>To assist in providing an atmosphere in which effective learning can take place</li> <li>To attend staff training/meetings where appropriate</li> <li>To work within school policies and procedures</li> <li>To take care for their own and other people's health and safety</li> <li>To be aware of the confidential nature of issues related to home/pupil/teacher/school work.</li> <li>To assist with the supervision of pupils out of lesson times, including before and after school</li> </ul>	
<b>In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.</b>	
<b>AGREED BY:</b>	Senior Leadership Team Sept 2025

## VOC ED CENTRE MANAGER – PERSON SPECIFICATION

REQUIREMENTS (based on the job description)		Essential (E) or Desirable (D)	Identified by: Application form (A), Interview (I), Test (T), References (R) or other (give details)
<b>QUALIFICATIONS</b>			
GCSE grade 4 /C English & Maths (or equivalent L2-L3 qual)		E	A
HLTA status or willingness to work towards		E	A
<b>EXPERIENCE</b>			
Experience of working with young people with special needs		E	A/I
Experience in a school setting		D	A/I
Experience of working within the catering industry		E	A/I
Experience of managing people and/or projects		E	A/I
<b>KNOWLEDGE, SKILLS &amp; ABILITIES</b>			
Ability to relate well to children		E	A/I/R
Ability to work as part of a team		E	A/I/R
Strong organisational & leadership skills		E	A/I/R
Ability to create a collaborative & inclusive learning environment		E	A/I/R
Good communication skills (oral & written)		E	A/I/R
Knowledge of catering roles and responsibilities		D	A/I/R
Knowledge of the concept of confidentiality		E	A/I/R
Basic knowledge of First Aid & Food Hygiene		E	A/I/R
Ability to use relevant technology (e.g. computer)		E	A/I/R
Flexible attitude to work		E	A/I/R
<b>OTHER</b> (including special requirements)			
Commitment to safeguarding and protecting the welfare of children and young people		E	I
Commitment to equality and diversity		E	I
Commitment to health and safety		E	I
Commitment to attendance at work		E	I
Commitment to undertake professional development / INSET		E	I
<b>Please be aware we will always consider your references before confirming a job offer in writing</b>			
<b>PREPARED BY:</b>	Senior Leadership Team Sept 2025		

<b>CLOSING DATE:</b>	Monday 13 <sup>th</sup> October 2025 12noon
<b>SHORTLISTING DATE:</b>	Tuesday 14 <sup>th</sup> October 2025
<b>INTERVIEW DATE:</b>	Tuesday 21 <sup>st</sup> October 2025 - TBC