Pendle
Education Trust

GENERAL SCHOOL ADMINISTRATOR APPLICATION PACK

www.pendleeducationtrust.co.uk

INTRODUCTION

WHY WORK FOR PENDLE EDUCATION TRUST

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 contribute to the local communities that our schools are at the heart of.

We have five schools within our family:

- **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 in our family should only be a short walk away from a great school. Our values of Belong, Be Brave and Be Our Best support our vision and are evident in everyday life in our schools

In practice this means that we care passionately about all the children in our schools and believe in the difference our work can make to their lives. We have a fantastic staff of over 350 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 leaders 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
COLNE PRIMET ACADEMY

COLNE PRIMET ACADEMY

Pendle Education Trust

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 and opened from September 2024.

We currently have 875 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.

#PROUDTOBEPRIMET

Progressing · Respectful · Inclusive · Motivated · Expressive · Together

Mrs Julia Pilkington
Principal

VACANCY - GENERAL SCHOOL ADMINISTRATOR

Pendle Education Trust

Salary	Grade 4 SCP 4. Full-time salary £25,185. Pro-rata salary £21,295.41.
Role Details	37 hours per week. Term time plus five INSET days.
Closing Date	9am on Monday 23rd March 2026
Interview Date	TBC
Required	As soon as possible, subject to pre-employment checks and notice period

Progressing Respectful Inclusive Motivated Expressive Together

#PROUDTOBEPRIMET

JOB DESCRIPTION - GENERAL SCHOOL ADMINISTRATOR

Key Responsibilities

- To provide general clerical and administrative support including, but not limited to, general filing, word processing, photocopying and distributing mail.
- 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.
- Able to decide on many conflicting priorities of own workload, and maintain an organised and efficient working environment.
- Create and maintain manual and computerised student files, ensuring that data kept is accurate, up-to-date and recorded in the correct place.
- Work as part of the office team to support colleagues from other departments.
- Ensure the office environment is tidy and maintained to the best standard.
- Any other duties the Office Manager considers appropriate.

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.
- Any other duties that the Principal or Director of Education consider appropriate.

PERSON SPECIFICATION - GENERAL SCHOOL ADMINISTRATOR

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

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

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

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 2025, 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 an application form which can be downloaded from our website at www.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
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Pendle Education Trust
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Company Registration Number
08263591

Place of Registration
England and Wales