

**LET**  
**EDUCATION**  
**TRUST**

AMBITIOUS | INCLUSIVE | RESILIENT



**THE HOLLINS**

**Office Administrator**

# Welcome from the CEO

Thank you for showing an interest in the post of a Office Administrator at The Hollins. The LET Education Trust is a cross-phase multi-academy trust based in Lancashire with both primary and secondary schools as members.

We believe that every child deserves the best education and we create opportunities and experiences for all of them to reach their potential. Building 'cultural capital' is vital for our pupils and this occurs from reception up to year 11 through trips, activities, projects, events and residential, both at home and abroad. We are ambitious for our pupils, meaning we are always striving for excellence and supporting career aspirations through a culture of constant improvement.

Each of our schools is different and this is something we value and celebrate. The uniqueness of each school is supported by strong central services and a school-centred and approachable central team. Most colleagues work in one school but some work across a range of schools where their skills and abilities are needed.

Collaboration is key for LET schools and at the forefront of this is staff development. Joint INSET days with keynote speakers, middle and senior leader training and subject links occur across and between schools and phases. To ensure consistency of approach and sharing of good practice we have termly meetings for our safeguarding leads and our SENCOs, sharing this information is proving invaluable. All working groups to find the best ways to reduce workload for teaching and support staff are also in place for both primary and secondary phases. School to school liaison around transition is vitally important in ensuring our pupils arrive at secondary school with the necessary skills and helps to ensure a smooth start to year 7.

One of the strengths of the LET Education Trust is school improvement, with a range of high-quality SLEs able to provide support where it is needed, both within and beyond the Trust. We play a part in Initial Teacher Training as part of our remit through the Embrace SCITT. We have successfully trained primary and secondary teachers over the last 10 years with a large number employed locally and within the LET Education Trust.

If you have the highest standards of professional endeavour, integrity and ethics and would like to be part of our growing MAT, I look forward to receiving your application. You can find out more about our Trust at [www.let-edu.org](http://www.let-edu.org)

Best wishes, Steve Campbell  
Chief Executive Officer

# Welcome from the Headteacher

Dear Applicant,

Thank you for your interest in the Office Administrator position at The Hollins. We are a fully comprehensive school serving a diverse community across Accrington and beyond. Many of our pupils face significant challenges, yet we are proud of the progress they make, thanks to the dedication of our skilled and caring staff. We are committed to supporting all learners, especially those who are vulnerable or have additional needs, and we offer a wide range of opportunities both in and out of the classroom. Professional development is a key priority for us, and all staff are encouraged to keep growing, whatever their level of experience.

We are now seeking a friendly, organised, and professional Office Administrator to join our team at The Hollins. As the first point of contact for visitors and callers, you will play a vital role in creating a welcoming and efficient front office environment. This is a varied and rewarding role that includes administrative support, safeguarding responsibilities, and regular communication with parents, staff, and external visitors. If you are a team player with strong interpersonal and organisational skills, we would love to hear from you.

Our recent transition to academy status is strengthening collaboration with other professionals and helping us enhance our practice. As part of the inclusive LET Education Trust, we are committed to investing in the future of our young people and staff.

Should you wish to speak to me (on an informal basis), please do not hesitate to contact me.

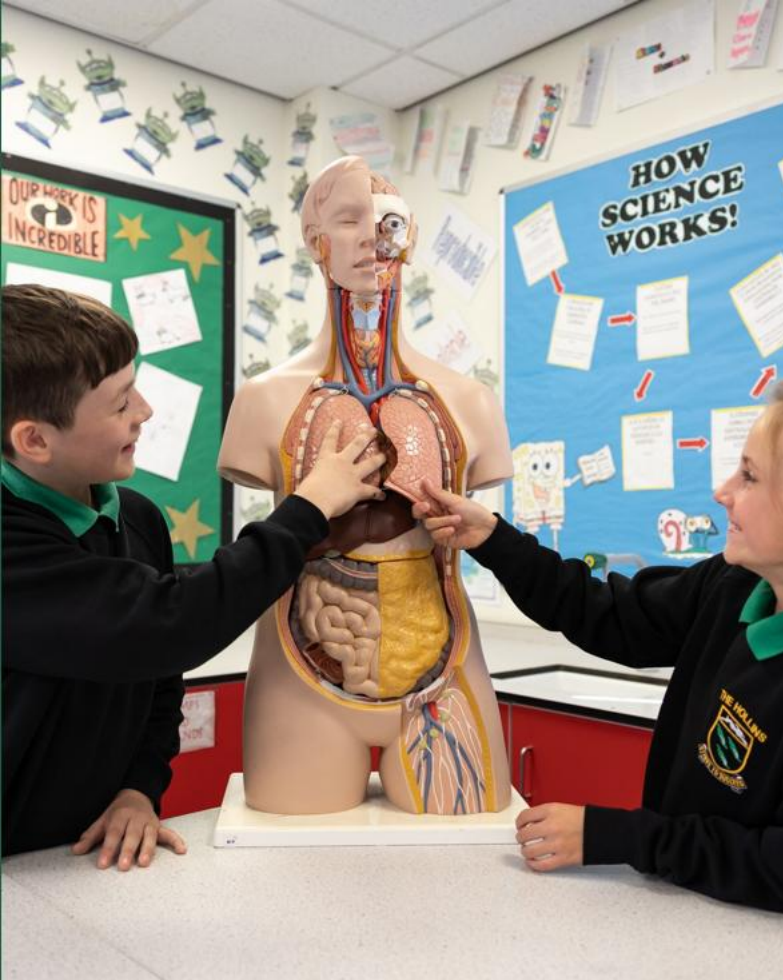
We look forward to receiving your completed application form together with a letter of application.

Yours faithfully,

Mrs S Haydock

Headteacher at The Hollins





## Office Administrator

**Grade 3, points 2 – 4 (£24,413 - £25,185)**

**Pro rata annual salary (£20,642 - £21,295)**

**37 hours per week, Monday - Friday**

**8.30am to 4.30pm - Term time only**

**Start date: Monday 3<sup>rd</sup> November 2025**

**Permanent (subject to a 12-month probation period)**

**Closing date: Monday 22<sup>nd</sup> September 2025, 9am**

**Interview date: Thursday 2<sup>nd</sup> October 2025, from 12noon**  
*(subject to change)*



To apply for this vacancy, please complete the application form available at [www.let-edu.org/vacancies](http://www.let-edu.org/vacancies) and return it with a covering letter. Your letter should clearly outline your suitability and relevant experience for the role. Please address your application to Mrs Haydock, Headteacher. You can also find the job description, person specification, and wellbeing charter on the same website.

Applications should be returned to Cora Young, on or before the closing date to [recruitment@thehollins.com](mailto:recruitment@thehollins.com)

# Safeguarding at The Hollins

We are deeply committed to safeguarding and promoting the welfare of our pupils and expect all staff to share this commitment. We adhere to rigorous safeguarding procedures and practices to ensure the safety and well-being of our young people. This appointment will be subject to an enhanced DBS check, satisfactory references, and other relevant safeguarding checks.

## Support for our Staff

### Encourage a climate of connecting with people EDUCATIONAL SUPPORT

We are human beings first and foremost and, as such, must look after and care for our well-being.

### Looking after our mental health

We have staff who are trained mental health first aiders who are ready, willing and able to support staff. You can also have look at the wellbeing charter which you can find on the LET Education Trust's website vacancy page.

### Quality staff professional development

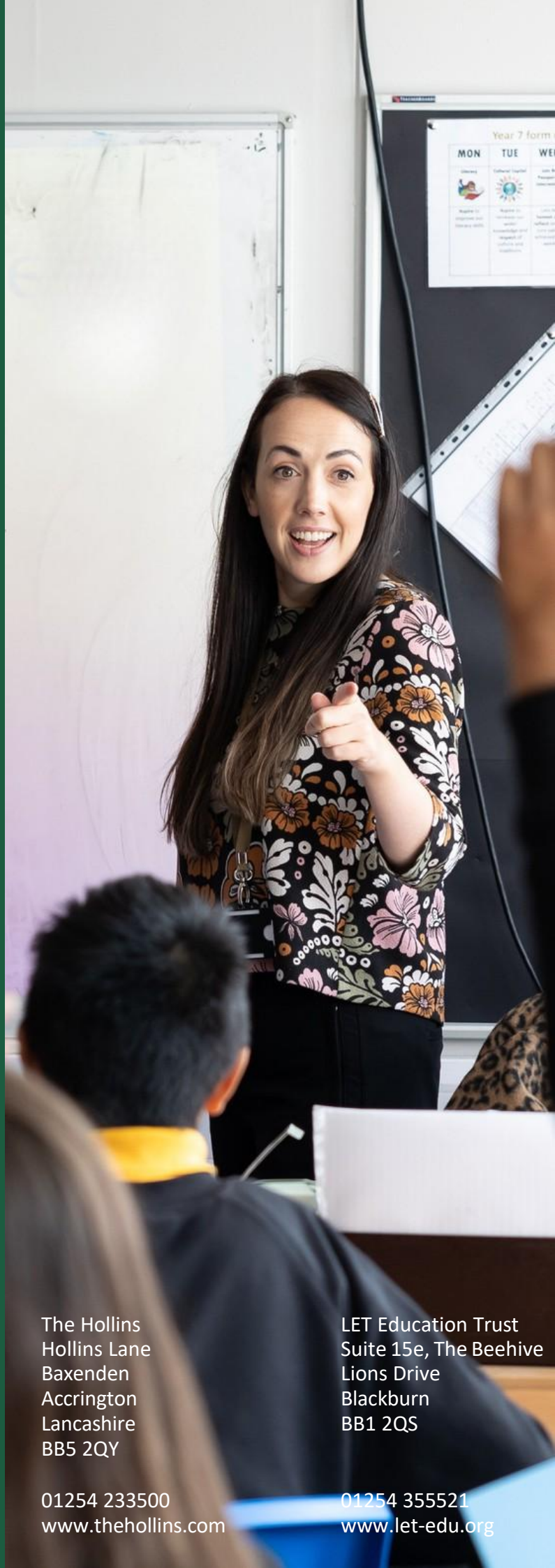
We value staff development above all else and this engenders a sense of confidence and motivation for staff. We treat our staff like the professionals they are by engaging in the Disciplined Inquiry approach to appraisal and development, which gives staff the responsibility to consider their own individual needs in order to continue to develop and improve.

### Measure and respond to staff voice

Our regular questionnaires allow staff the opportunity to let us know how they are coping with the demands of work, along with how they are coping generally. However, leadership doors are always open for continual conversations around this.

### Quality behaviour systems in place

Our behaviour system is designed to support both pupils and staff to ensure consistency and support at all times. Our school believes that the certainty of a sanction and subsequent restorative conversations are extremely Important for the smooth running of the school.



# THE HOLLINS

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