



**Rhyddings**

# Receptionist / Adminstrator

Permanent, Term Time Only.

37 hours per week

**Based at Rhyddings, Haworth Street,  
Oswaldtwistle, Lancashire, BB5 3EA**



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

AMBITIOUS | INCLUSIVE | RESILIENT

# Welcome to the LET Education Trust

Dear Colleague,

Thank you for showing an interest in a post at one of our schools. The LET Education Trust is a cross-phase multi-academy trust based in Lancashire with 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 emphasized and 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 also have termly meetings for our Safeguarding Leads and our SENCOs, sharing this information is proving invaluable. School to school liaison around transition is also vitally important in ensuring our pupils arrive at secondary school with the necessary skills and helps 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 also play a part in Initial Teacher Training as part of our remit through the newly formed 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 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





## Headteacher's Welcome

We would like to extend a warm welcome from all pupils, staff, governors and trustees of Rhyddings. Rhyddings serves the East Lancashire old mill town of Oswaldtwistle and surrounding area of Hyndburn. It has been at the heart of the community for over 90 years and although a smaller than average high school, but expanding, we cater for pupils from a diverse range of backgrounds. The school enjoys good transport links via the M65 corridor and adjoining networks of M6 and M66.

We continue to work hard to prepare the young people we serve and help them realise and reach their potential, providing them with the very best educational experiences. We are also part of a group of founding schools in Hyndburn to form the LET multi- academy trust (MAT), within Hyndburn, with a neighbouring high school and two primary schools.

Pupils are well supported through our Pastoral Year and House Continent system, with year group tutoring further supporting the child. This provides the care and guidance pupils need to perform well across the curriculum as well as healthy competition throughout the year.

We have an active extra-curricular programme and run a number of annual residential trips both here and abroad. Close links with the local Rotary Club provides access to bespoke programmes, community work and charitable activities. Pupils also have the opportunity to participate and complete their Duke of Edinburgh Bronze Award and some participate in The Prince's Trust programme.

We have a 3-year KS3 and 2-year KS4, offering EBacc, should pupils choose to do so as well as a range of vocational courses and strong post 16 and careers advice.

Should you wish to arrange a visit to the school, which we encourage, please contact Mrs Worthington, PA to the Headteacher, on 01254 231051.

I hope you find the information useful and welcome your application.

Yours faithfully,  
Mr Dave Lancaster,  
Headteacher

# RECEPTIONIST

# ADMINISTRATOR

Rhyddings are seeking to appoint an enthusiastic, committed, skilled and highly effective Receptionist / Administrator to further support our successful administration team. We are looking for an outstanding individual who is dedicated to providing a friendly, welcoming and professional front of house reception.

Overseen by a member of the senior leadership team and working closely with our current experienced and well-developed admin team as well as alongside all school staff, this is a varied, challenging, yet highly rewarding role where no two days are the same. There is plenty of scope to work independently with initiative as well as in collaboration with your colleagues.

We want someone who is an excellent organiser, problem solver and above all flexible, with the ability to remain calm under pressure and retain their sense of humour!

Experience of working in a busy office environment is key to the success of this role. We are looking to appoint someone who will be effective and efficient and able to form positive working relationships in all aspects of the role.



JOIN OUR  
**TEAM**

**RHYDDINGS**  
**HAWORTH STREET,**  
**OSWALDTWISTLE,**  
**LANCASHIRE, BB5 3EA**

**TEL: 01254 231051**

**WWW.RHYDDINGS.CO.UK**

- **GRADE 3 (£23,658 TO £25,183)  
PRO RATA £20,058 TO £20,692**
- **37 HOURS PER WEEK, TERM TIME ONLY**
- **PERMANENT**
- **CLOSING DATE : FRIDAY 31ST  
JANUARY 2025 AT 12 NOON**
- **INTERVIEWS W/C MONDAY 3RD  
FEBRUARY 2025**

A row of nine wooden blocks, each with a letter in black capital letters, spelling out the word 'SAFEGUARD'. The blocks are arranged on a light-colored surface. In the background, there is a blurred glass object, possibly a pen or a small container.

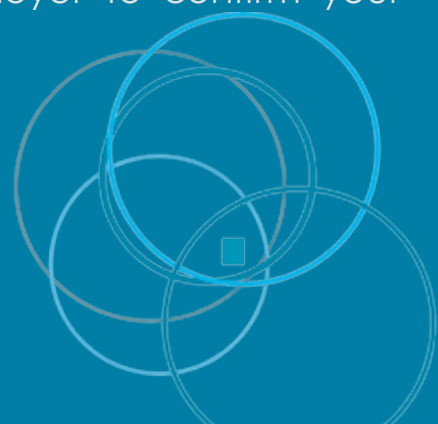
**S A F E G U A R D**

## Safeguarding at Rhyddings

Each school in our Trust has a Child Safeguarding Policy and procedures in place and is committed to safeguarding and promoting the welfare of all its pupils. Each pupil's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the school's policies and procedures, attend appropriate training, inform the designated person of any concerns and record any potential safeguarding incidents appropriately. Any offer of employment will be made conditional upon a satisfactory enhanced DBS check and barred list check. 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.

If you are shortlisted for the position you are applying for, you will be required to complete a self-declaration giving details of any relevant criminal offences and other relevant information relating to our safeguarding duty. Further information will be provided on that form and the recruiting officer will undertake an online search in accordance with KCSiE 2024.

Please be aware that references will be requested immediately after the shortlisted candidates have been selected to ensure they have been received prior to the interview. Personal email addresses will not be accepted for any referees and the recruiting officer will contact your employer to confirm your reference.



# More about the role



## Support for our Staff

Rhyddings, part of the LET Education Trust is seeking to appoint a highly motivated and dedicated Receptionist / Administrator to support our school. Rhyddings is an expanding 11-16 school which provides a warm, caring environment; where our values underpin all that we do. We value pupils and staff alike and look forward to welcoming a new addition to our team of dedicated staff.

It is a varied and exciting role and we want a dynamic and enthusiastic candidate, with experience of working in busy office environments and with a variety of stakeholders to join our team. They will be effective and efficient and able to maintain a sense of humour even when under pressure.

The successful candidate would join a dedicated, committed and well-developed team of support staff who are determined to make Rhyddings the best it can be for our young people. Our recent transition to becoming an academy is helping cement further collaboration with other professionals, and will allow us to continue to further develop our practice. The LET Education Trust is an inclusive trust recognising the importance of providing for and investing in the adults of tomorrow.

Our school management information system, Arbor, creates a platform for information sharing, this includes a parent portal and communication systems. Safeguarding concerns are recorded on CPOMs.

All members of our community have access and use Office 365 including collaborative learning tools such as MS Teams and OneNote.

We have a comprehensive offer of professional development. This includes regular CPD opportunities across the year for whole staff, teams and individuals.

School also has a CPD library, uses collaborative learning tools, as well as accessing external courses and training, including NPQ's. Work across the Trust is also a feature of our commitment to developing our staff and providing the very best opportunities.

All members of our community have access and use Office 365 including collaborative learning tools such as MS Teams and OneNote through wireless and portable technologies.

We have access to regular CPD both in school, external courses and through our local collaboration as a trust school, a partner of the Embrace SCITT and nationally through wider organisations. At the heart of the LET Education Trust is the intention to provide the best career support, development and opportunity to all staff.

The LET Education Trust's Wellbeing Charter can be found here [LET Wellbeing Charter](#).



# How to Apply

Applications should be submitted using the forms available from our website with a supporting letter of no more than two pages of A4. The supporting letter should be clear, concise, accurately written and presented in an organised way, it should show how your experience to date has prepared you for this role.

**Your cover letter and completed application form should be returned no later than the specified closing date to Mrs Worthington, Headteacher's PA, to [worthington@rhyddings.co.uk](mailto:worthington@rhyddings.co.uk)**

Your cover letter should be addressed to the Headteacher of the school, Mr D Lancaster.

Please note that, in the interests of economy, we will not acknowledge receipt of your application. If you have not been contacted within 28 days of the closing date, you should assume your application has not been successful. Click [here](#) to view our Candidate Privacy Notice.

Please note that we cannot accept CVs.

The job description and person specification can be found on our website.

<https://www.rhyddings.co.uk/vacancies/>

Good luck!

## The Rhyddings Way

Our values are at the heart of what we do, underpinning our culture, ethos and rewards.

**Respect**

**Honesty**

**Yours**

**Determination**

**Democracy**

**Inspire**

**Neighbourly**

**Generous**

**Supportive**