

Candidate application pack



**Blacko
Primary School**
Office Administrator
Permanent

A message from the headteacher



Thank you for your interest in our advertised post.

We are looking to appoint a highly motivated, enthusiastic, efficient and effective Office Administrator for our school, with excellent practice and a strong commitment to working as part of a team. A professional who is keen to support the development of our school office operations in line with our three core values which are at the heart of every aspect of school life:

Ambition - We are determined to achieve and believe everyone can succeed.

Respect - We are considerate of everyone and our environment.

Collaboration - We are a community who believe we achieve more by working together.

The post will begin on 2nd November 2026 - depending on contract and notice periods - and is a part-time, permanent post, subject to successful probationary period.

Blacko Primary School is a good school with an excellent local reputation. We are set in a rural position in East Lancashire. From all directions, we have views of rolling countryside, with Pendle Hill in the distance. The village of Blacko is well known throughout Lancashire because of Blacko Tower. It was built at around the same time as the school and is a focal point for miles around.

We are proud of our dedicated and committed staff who strive to: provide excellent teaching and learning for all children; pastoral care second to none; a calm happy atmosphere; standards that are above average at the end of both key stages.

An Office Administrator has a very important role within the school, supporting our children in confidently supporting the day-to-day operations and communications within school. In making this appointment, therefore, we will have regard to the potential exhibited by experienced candidates and welcome applications from those new to the role. We are looking for a colleague who will contribute to our excellent standards and will form high-quality professional relationships with children, staff, parents and wider stakeholders. We want to appoint a dynamic and innovative Office Administrator who can make a real difference in moving us towards the next phase of our development of the school.

We look forward to receiving your application.

Mrs Kate Richards
Headteacher

A message from the **Chief Executive**



I am both proud and excited to have been given the opportunity to lead the Trust in this next stage of its development, and to work with other school and trust leaders locally to ensure the very best education for young people in Craven, Pendle and across the wider region.

Apex Collaborative Trust is a vibrant, cross phase multi academy trust formed by the merger of the Pennine Trust and South Craven Academy Trust.

Our trust consists of 2 secondary schools and 3 primary schools. South Craven School also has a large sixth form. We are delighted that Pendle Vale College, in Nelson, will be an associate member of the trust and has indicated an intention to join fully within the next 12 months.

John Tarbox
Chief Executive Officer

Apex Collaborative Trust

Apex Collaborative Trust is a values-led organisation. Our core values of **Ambition**, **Collaboration** and **Trust** are fundamental to our approach and shape our culture. We believe establishing a strong culture is the most important ingredient for our success, so that we create an ideal environment for learning where all members of our trust community can flourish. We are also committed to providing fantastic opportunities for our young people, so that they can fulfil their aspirations now and in the future.

Ambition

Inspiring excellence & growth

- We set high expectations for our students, staff, and leadership.
- We challenge the status quo, encouraging innovation and creativity in education.
- We believe in potential empowering individuals to reach new heights in their learning and careers.
- We celebrate success, recognising achievements at every level.

In Action: We provide cutting-edge professional development, encourage students to dream bigger, and support schools in raising academic and personal aspirations.

Collaboration

Stronger together

- We share best practices, creating a network where knowledge flows freely.
- We support and challenge each other, working together to find solutions.
- We listen and respect diverse perspectives, ensuring every voice matters.
- We value teamwork, building relationships that foster trust and openness.

In Action: Schools under the trust work as partners, not competitors, pooling resources and expertise to deliver the best education possible.

Trust

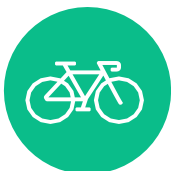
Integrity, transparency, & accountability

- We do what we say we will do, building confidence in our leadership.
- We communicate openly and honestly, ensuring transparency in decision-making.
- We hold ourselves accountable, measuring success by our impact.
- We foster a culture of psychological safety, where staff and students can thrive without fear of failure.

In Action: We ensure clear communication with parents, staff, and students, always acting with honesty, fairness, and responsibility.

Our trust and our schools must be rooted in our community. Many local families have an association with our schools across many years and even generations. Deep relationships help us to develop knowledge and understanding of the community and to form effective partnerships with other institutions. These partnerships support holistic development of young people.

Staff benefits



**Bike 2 work
scheme**



**CPD
opportunities**



**Employee
assistance
programme**



**Local
discounts**



**Occupational
health support**

Safeguarding statement

Respect Ambition Collaboration

At Apex Collaborative Trust, the welfare of children is paramount, and all schools are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

All staff will be expected to take responsibility to safeguard and promote 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.

Behaviours should be avoided. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice, and which behaviours should be avoided.

All post holders are subject to an enhanced DBS check. Our policy and practice are in line with the current Department for Education's 'Keeping Children Safe in Education' statutory guidance.



Job Specification

Class Teacher

Full-Time, Permanent

Salary Range:	NJC Grade 3, SCP 4-5
Contract Type:	Part Time – term time plus insets
Contract Term:	Permanent
Start Date:	Monday 2 nd November 2026*
Closing Date:	Friday 2 nd October 2026



** depending on contract and notice periods*

We are seeking to appoint:

A highly motivated, enthusiastic, efficient and effective Office Administrator for our school, with excellent practice and a strong commitment to working as part of a team. A professional who is keen to support the development of operational facilities within our school in line with our three core values which are at the heart of every aspect of school life:

Ambition - We are determined to achieve and believe everyone can succeed.

Respect - We are considerate of everyone and our environment.

Collaboration - We are a community who believe we achieve more by working together.

Why choose Blacko Primary School?

- An ambitious, happy and vibrant place to work with a family of supporting colleagues who are committed to promoting a warm and friendly atmosphere.
- A strong team of staff who work together with a common goal.

Apex Collaborative Trust

We are committed to high quality professional development and a strong commitment and approach to the development of people at all levels of the organisation. Working at the Apex Collaborative Trust offers:

A strong culture driven by values

- A supportive Central Trust Team who believe that through strong collaboration, all children within our trust will have better outcomes.
- High quality professional development opportunities
- A commitment to providing every child with the best possible start in life
- Exceptional curriculum and pedagogy in all our schools
- High quality pastoral care and support



Job Description

Job Title: Part-time Office Administrator
Salary Grade: NJC Grade 3, SCP 4-5
Accountable to: Headteacher

POST:	Office Administrator
GRADE:	Grade 3 (SCP 4-5)
CONTRACT TIME:	Term time plus insets, part time
HOURS/DAYS:	Monday-Friday - 12 hours per week, working times to be agreed.
CONTRACT TYPE:	Permanent
RESPONSIBLE TO:	Operations Manager and Headteacher
JOB PURPOSE:	To provide administrative support to the school to ensure the smooth running of the school on a day to day basis. The job holder will be under the direction or instruction of senior staff and/or their work is subject to checks and controls.
MAIN RESPONSIBILITIES	
Provide general administrative and clerical support, including photocopying, printing, word processing, filing, typing correspondence, diary management, taking messages and passing on information. Undertake routine administrative tasks in accordance with instructions, using straightforward problem-solving and interpretation skills where required. Refer more complex issues to the appropriate supervisor or manager. Provide front-of-house and reception support, acting as the first point of contact for visitors, parents, pupils, staff, suppliers, governors and other members of the school community. Ensure visitors sign in and follow school safeguarding and reception protocols. Deal with enquiries by telephone, email and face-to-face, providing appropriate information and directing more complex queries or concerns to the relevant person. Act as a first point of contact for sick pupils, liaising appropriately with parents/carers and staff. Communicate and exchange information effectively, both orally and in writing, with a range of audiences including parents and families, teaching and non-teaching staff, suppliers, the central team, governors, visitors and pupils. Prepare routine correspondence and communications, including letters and information for parents relating to school trips, events and other school activities. Provide administrative support for meetings, including arranging meetings, preparing relevant documentation, taking notes and, occasionally, producing formal minutes. Assist with the preparation of reports, lists, information and data as requested by senior staff or external agencies, including standard and statutory returns.	

Maintain accurate manual and computerised records, databases and management information systems, ensuring information is recorded and updated appropriately.

Undertake simple data input and record keeping, using appropriate ICT systems and office equipment.

Manage and maintain stocks and supplies, including ordering stationery and office supplies, monitoring stock levels, and selling or distributing resources as required.

Obtain quotations and use appropriate advisory and negotiation skills when dealing with suppliers, seeking value for money and the best prices for goods and services.

Provide advice and guidance to staff on routine administrative procedures and processes.

Organise and manage the headteacher's/senior leaders' diary, using judgement to prioritise appointments and avoid clashes.

Assist with the administration and organisation of school lettings.

Assist with arrangements for school visits, trips and events, including associated administrative tasks and communications.

Undertake financial administration duties where required, including the regular handling of small amounts of cash and/or processing cheques, invoices or equivalent financial documentation.

Use judgement and basic analytical skills when interpreting information, resolving routine queries, directing individuals to the appropriate person and ensuring administrative processes are completed effectively.

Operate a range of ICT packages and office equipment to support the effective delivery of administrative functions.

Produce and collate information and documentation accurately and within required timescales, responding to requests from senior staff and external agencies.

Maintain confidentiality and handle information appropriately in accordance with school procedures and relevant requirements.

Safeguarding	To be committed to safeguarding and promote the welfare of children, young people and adults and raising concerns as appropriate. Take responsibility for visitors to school, ensuring safeguarding protocol is followed. Have an awareness and basic knowledge where appropriate of the most recent safeguarding legislation.
Administration / Resource management / other	Assist senior staff with budget preparation and revision as necessary. Maintain computerised records that involves liaison with senior staff Handling of small amounts of cash, collecting monies and payments of bills and invoices. Monitor stock levels, order office materials, equipment and services and check incoming orders Participate in performance management, training and other learning activities as required.

Communications	Communicate incoming enquiries clearly and to the appropriate individual, in a timely manner and in line with school procedures. Communicate effectively with all pupils, families, carers and other agencies / professionals.
Systems and Information	Maintain computerised and manual pupil/staff records. Use and update MIS system(s) Be aware that different types of information exist (for example, confidential information, personal data and sensitive data), and appreciate the implications of those differences. Share information appropriately – in writing, by telephone, electronically and in person.
Data Protection	To comply with the Apex Collaborative Trust policies and supporting documentation in relation to GDPR, Data Protection, Information Security and Confidentiality. Share information confidentially about pupils with teachers and other professional as required. Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality.
Health and Safety	Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.
Equalities	Promote inclusion and acceptance of all pupils. Within own area of responsibility work in accordance with the aims of the equality statement, treating individuals with respect for their diversity, culture and values.
Flexibility	This job description contains the key areas of responsibility and accountability, the expectations specific to the grade, example duties / tasks, the pay range and the line manager / reports to. Specific tasks do not form part of the contractual element of the job description and may change (in discussion with the employee) in line with the needs of the school / Trust. Any duties carried out at a higher grade will be appropriately remunerated and will be on a short-term basis.
Customer Service	The Apex Collaborative Trust requires that all employees offer the best level of service to customers and behave in a way that inspires excellence and enthuse confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. The Apex Collaborative Trust requires a commitment to its mission, vision and values and to always have due regard to equality, diversity, dignity and respect.

Person Specification

Role: Office Administrator, Grade 3			
	Essential	Desirable	How measured
Qualifications	GCSE qualifications at Grade A-C in Maths and English	Level 2 Certificate in Business / Administration Level 2 word processing	A/C/I
Experience	Experience of working with Microsoft Office	Experience of working in an office environment Experience of working in a school Experience of handling cash	A/R/I A/R/I
Attributes	Ambitious and reflective of own strengths and areas for development Respectful of others Collaborative with own team members and wider school community Shows initiative Ability to work successfully in a team Maintains confidentiality		R/I I/R I/R I/R I/R I/R
Knowledge & Skills	Good communication skills, both written and verbal Attention to detail and accuracy Good organisational skills Ability to work to deadlines	Knowledge of administration and office systems	A/I/R I/R I/R I/R I/R I/R
Key A – Application R – Reference I – Interview C – Certificate			

How to Apply

If you share our core values and associated behaviours and meet the criteria for the role, please apply by following the process below.

Please complete the application on My New Term at the following link:
<https://mynewterm.com/jobs/145816/EDV-2026-BPS-40830>

In your application please include:

Support Staff

A completed application form via My New Term which includes an application letter detailing how your skills and experience have prepared you for this post.

- Your experience of providing effective administrative and clerical support
- Your communication and organisational skills, including working with a range of people
- How you would contribute to the smooth and effective running of Blacko Primary School

Closing date for applications is noon on Friday 2nd October.

An automatic confirmation email will be sent once the application has arrived. Please be aware we cannot accept responsibility for mis-sent or late applications.

CVs will not be accepted. It is standard practice in the education sector to seek references for shortlisted candidates prior to interview.

The Apex Collaborative Trust is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Criminal Records Bureau disclosure. Our policy and practice is in line with the Department for Education's 'Keeping Children Safe in Education' Guidance'.





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