

Candidate application pack



**Laneshaw Bridge
Primary School**

**Administration
Assistant**

A message from the headteacher



Laneshaw Bridge Primary School is situated in a beautiful village in Pendle. We have been rated outstanding by Ofsted and operate in one of the newest purpose-built primary settings in the area.

We aspire to develop ambitious, confident children with unrivalled knowledge and skills to achieve their dreams. A place where lasting memories are created; friendships are fostered and a life-long love of learning is ignited.

We believe in putting the child at the very heart of everything we do. Our aim is that our curriculum provides opportunities to be creative, broad and varied so that all children can achieve their best and are motivated to continue their learning beyond their years at. Our teaching methods are evidence based, giving each child the tools needed to become the very best version of themselves.

We strive to build strong and purposeful relationships with all of our families and operate an "open door" policy and welcome any feedback or comments that you may have. We value the support that families provide us, as this enables us to work in partnership for the benefit of the children.

Our website has been designed to provide visitors with a wealth of information, however, a visit in person is the best way of getting a real and truer sense of our outstanding school. We welcome you to talk with our staff and pupils and find out just how outstanding we are.

Gaynor Canty
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.

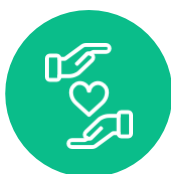
Staff benefits

All non-teaching employees will be enrolled into the Local government Pension Scheme which:

- is a secure pension that will keep up with the cost of living,
- provides life cover for your family and loved ones in the event of your death
- provides tax relief on any contributions deducted from your salary
- offers the option to decrease or increase your pension contributions
- offers the option to transfer in any previous pensions you hold within 12 months of joining.



**Bike 2 work
scheme**



**CPD
opportunities**



**Employee
assistance
programme**



**Local
discounts**



**Occupational
health support**

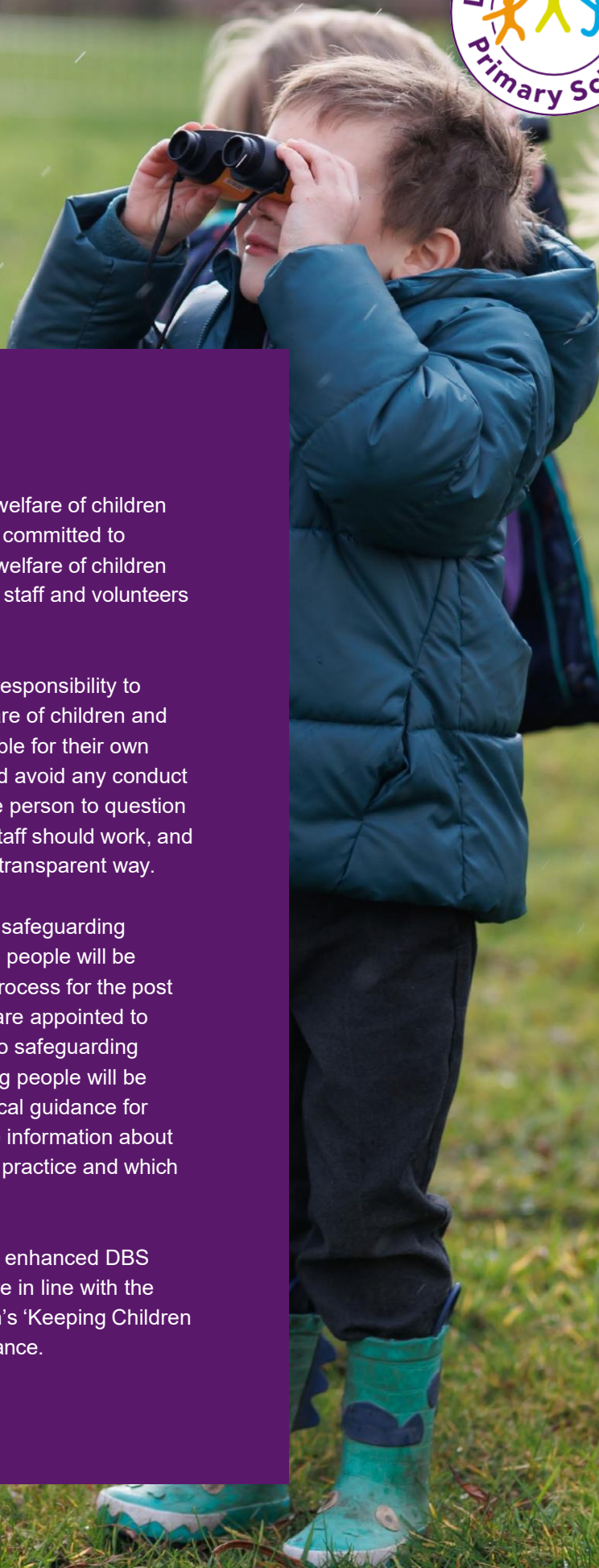
Safeguarding statement

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. 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 advert



Salary Range:	Grade 4 (SCP 4 £20,144 – SCP 6 £20,787)
Contract Type:	FTE: (£25,185 – £25,989)
Contract Term:	Full Time Term Time Only
Start Date:	Permanent
Closing Date:	ASAP
	Monday 9th March 2026 at Midday

We are seeking to appoint: a highly motivated, enthusiastic Administration Assistant. We are looking for a candidate with excellent practice and a strong commitment to working as part of a team who are keen to support the development of our pupils' education across the school.

Apex Collaborative Trust

Apex Collaborative Trust offers:

- A **strong culture driven by values**, where **Ambition, Collaboration and Trust** are at the heart of everything we do.
- A **supportive Central Trust team** committed to improving outcomes for all children through meaningful **collaboration**.
- Access to **cutting-edge professional development opportunities** to help you grow.

Why Choose Laneshaw Bridge Primary School

- A culture where individuals can thrive - where innovation is encouraged and there is no fear of failure.
- 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

The ideal candidate will:

- **Align with our culture and values**, contributing positively to the welcoming and supportive atmosphere of our school office.
- Bring strong administrative experience with a proven ability to manage tasks in a busy environment.
- Demonstrate excellent organisational skills, attention to detail, and the ability to maintain outstanding standards.
- Have knowledge of school data and Management Information Systems (MIS), to understand and monitor compliance across all areas of school.
- Contribute to the smooth day to day running of the school office using good communication with a friendly manner.
- Be self-motivated and proactive, showing initiative and a strong sense of ownership in their work.



Job Description

POST:	Admin Assistant 2
GRADE:	Grade 4 (SCP4-6)
TERM TIME / FULL YEAR	Term Time Only
HOURS/DAYS	35 Hours 8:15am – 3:45pm Monday - Friday
CONTRACT TYPE	Permanent
RESPONSIBLE TO:	Operations Manager
JOB PURPOSE:	To provide administrative and organisational services to the school under the management and guidance of senior staff.
MAIN RESPONSIBILITIES	
<ul style="list-style-type: none"> • Be the front of house administrator for visitors to the school. • Deal with enquiries either by telephone or face-to-face and ensure visitors sign into school following school protocol. • First point of contact for sick pupils, liaise with parents / carers/staff and external agencies. • Provide general clerical support including clerical processes, word processing, IT based tasks requiring knowledge of various ICT packages and operation of office equipment. • Produce lists, information and data as requested by senior staff or external agencies (e.g. standard/statutory returns). • Photocopying / printing as required. • Maintain manual and computerised records and management information systems. • Maintain stocks and supplies, selling and distributing as required. • Provide administrative, and organisational services to the school • Analyse and evaluate data and information and run reports • Process forms, returns, etc., including those to outside agencies • Organise/assist with arrangements for school visits and events • Monitor pupil attendance and run reports • Assist with producing marketing and promotion material for the school 	
Communications	<ul style="list-style-type: none"> • Communicate incoming enquiries clearly and to the appropriate individual, in a timely manner and in line with school procedures. • Communicate effectively with staff, Governors, visitors, contractors, pupils and their families/carers. • Undertake reception duties; act as first point of contact in response to telephone and face to face enquiries. • Attend staff meetings and training days by agreement with the Headteacher.
Administration / Resource management / other	<ul style="list-style-type: none"> • Participate in performance management, training and other learning activities as required. • Assist senior staff with budget preparation and revision as necessary. • Assist in monitoring the school budget on a regular basis. In addition to maintaining computerised records this involves liaison with the Headteacher • Undertake some administration of school accounts, including collecting monies and payments of bills and invoices. • Assist in the induction of new employees

	<ul style="list-style-type: none"> • Monitor stock levels, order office materials, equipment and services and check incoming orders • Highlight additional training and supervision needs to build on your skills and knowledge. • Participate in training and other learning activities and performance development as required.
Safeguarding	<ul style="list-style-type: none"> • 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.
Systems and Information	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • To comply with the Trust's 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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. • 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

Person Specification		Role: Administration Assistant 2	
	Essential	Desirable	How measured
Qualifications	<ul style="list-style-type: none"> 5 GCSE qualifications at Grade A-C including Maths and English Word processing qualification 	<ul style="list-style-type: none"> Level 3 Certificate in Business / Administration 	A/C/I A/C/I
Experience	<ul style="list-style-type: none"> Experience of working in an office environment Experience of working with Microsoft Office 	<ul style="list-style-type: none"> Experience of working in a school Experience of handling cash 	A/R/I A/R/I
Attributes	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Good communication skills, both written and verbal Knowledge of administration and office systems Attention to detail and accuracy Good organisational skills Ability to work to deadlines 		A/I/R A/I/R A/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 meet the criteria for the role, please apply by following the process below.

Follow the link to complete an application form:
<https://mynewterm.com/jobs/145817/EDV-2026-LBP-17170>

- In your personal statement, please include how your skills and experiences have prepared you for this post. Please pay particular attention to the job description and person specification whilst completing this section with a focus on your suitability for the post gained from past experiences.

**Closing date for applications is noon on:
Monday 9th March 2026**

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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