

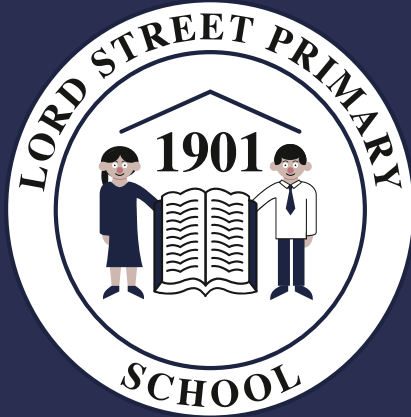
# Candidate application pack



Lord Street  
Primary School

Administration  
Assistant

# A message from the Headteacher



We are a school in the heart of Colne who strive to ensure our pupils receive excellent educational experience.

Our mission is for our children to leave as well-rounded, confident individuals. By promoting our school values of Ambition, Respect and Collaboration, we promote a learning environment where our children are happy and safe. Our role is to shape every child and fill them with ambition and resilience so that they can succeed in later life.

Our teaching methods are evidence based, giving each child the tools needed to become the very best version of themselves. We, as a dedicated staff team, aim to Inspire, Include and Innovate each child and thrive on those lightbulb moments, giving them confidence to release their potential.

Whilst this application pack provides a lot of interesting information, it is no substitute for a visit to our school. We welcome you to talk with our pupils and the staff, to walk around our exceptional school, and to get a feeling for what it would be like to be a member of the community at Lord Street Primary School.

**Chloe Whitaker**  
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.

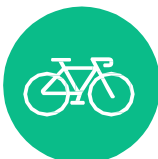
**In Action:** We ensure clear communication with parents, staff, and students, always acting with honesty, fairness, and responsibility.

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

The logo for Apex Collaborative Trust, featuring a stylized green wave icon above the word 'Apex' in a bold, white, sans-serif font.

COLLABORATIVE TRUST



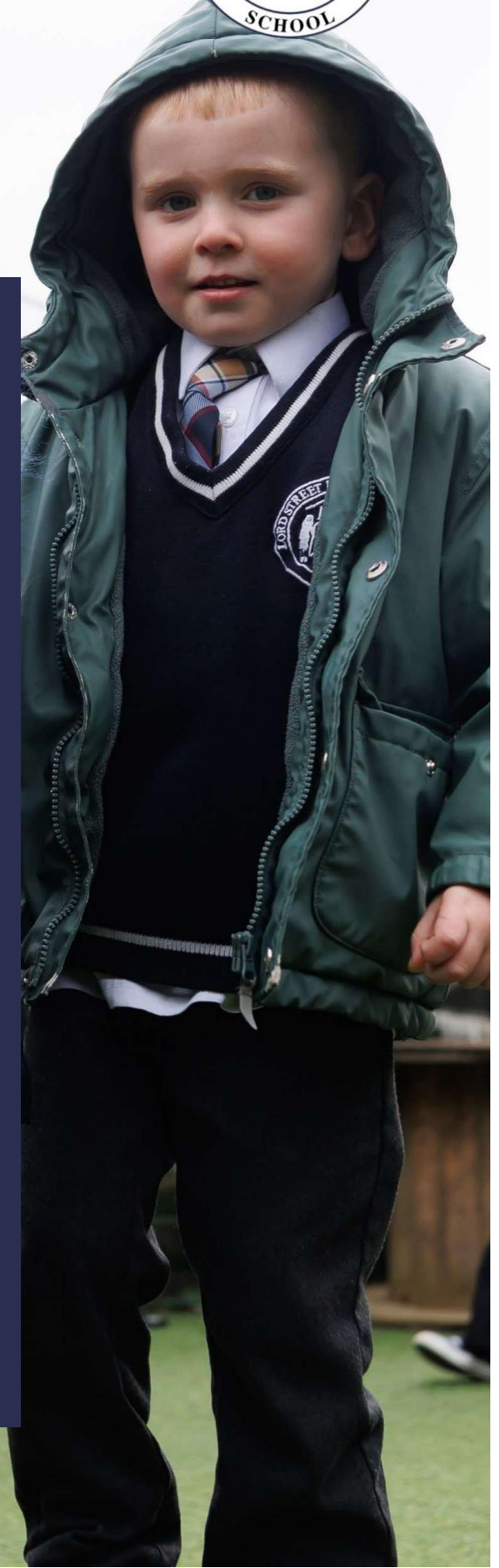
# Safeguarding statement

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.



# Administration Assistant

<b>Salary Range:</b>	<b>Grade 5 (SCP 6 25,989 – 11 £28,142)</b> <b>Actual Salary (£23,130 - £25,046)</b>
<b>Contract Type:</b>	Full Time /Term Time (Plus two weeks)
<b>Contract Term:</b>	Permanent
<b>Closing Date:</b>	Noon on 29/04/2026
<b>Start Date:</b>	ASAP



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

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## Why choose Lord Street 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
- A supportive Central Trust Team who believe that through strong collaboration, all children within our trust will have better outcomes.
- Excellent professional development opportunities.

## We are looking to recruit an individual:

with excellent practice and a strong commitment to working as part of a team who are keen to support the development of our pupil's education across the school.



# Job Description

<b>POST:</b>	<b>Administration Assistant 3</b>
<b>GRADE:</b>	Grade 5 (SCP 6-11)
<b>TERM TIME / FULL YEAR</b>	Full Time-Term Time Plus 2 weeks
<b>HOURS/DAYS</b>	08:00am-16:00pm Monday- Friday
<b>CONTRACT TYPE</b>	Permanent
<b>RESPONSIBLE TO:</b>	Operations Manager
<b>JOB PURPOSE:</b>	To manage effective administrative support service to the Headteacher and the School. The post holder will have some responsibility for the supervision of employees and be accountable for decision making, short and long term planning and dealing with unexpected problems.
<b>MAIN RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>• Responsible for ensuring delivery of whole school administration including introduction and management of complex administrative arrangements/processes.</li> <li>• Take a lead role in the planning, development and delivery of support services/procedures.</li> <li>• Responsible for: manual/computerised records/management information systems/system upgrades/inducting staff/developing systems.</li> <li>• Responsible for the provision of administrative, clerical and secretarial duties as required.</li> <li>• Analyse and evaluate data and information and produce reports as required.</li> <li>• Prepare and where necessary present reports to support school management including analysis and interpretation of statistical/financial data.</li> <li>• Administering work experience arrangements.</li> <li>• Responsible for organisation of meetings including minute taking and action logs, as required.</li> <li>• Prepare rooms for meetings ensuring the meeting space is properly arranged and refreshments are provided.</li> </ul>	
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Ensure delivery of an efficient office.</li> <li>• Ensure all outgoing communication is accurate and legible.</li> <li>• Ensure communication is effective with staff, Governors, visitors, contractors, pupils and their families/carers.</li> <li>• Understand own area of responsibility and be able to advise others on related legislation.</li> </ul>
<b>Administration / Resource management / other</b>	<ul style="list-style-type: none"> <li>• Assist senior staff with budget preparation and revision as necessary.</li> <li>• Monitor the school budget.</li> <li>• Maintaining computerised records this involves liaison with senior leaders, headteacher / Trust</li> <li>• Undertake the administration of all accounts relating to the school, including handling of small amounts of cash and chasing outstanding monies</li> <li>• Monitor stock levels, order office materials, equipment and services, negotiate prices with suppliers and check incoming orders</li> <li>• Assist in the induction of new employees</li> <li>• Attend staff meetings and training days and management team meetings by agreement with the Headteacher</li> <li>• Participate in and / or undertake performance management, training and other learning activities as required.</li> <li>• Highlight additional training and supervision needs to build on your skills and knowledge</li> </ul>

<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• To be committed to safeguarding and promoting the welfare of children, young people and adults and raising concerns as appropriate.</li> <li>• Take responsibility for visitors to school, ensuring safeguarding protocol is followed.</li> <li>• Have an awareness and basic knowledge where appropriate of the most recent safeguarding legislation.</li> </ul>
<b>Systems and Information</b>	<ul style="list-style-type: none"> <li>• Responsible for maintaining computerised pupil/staff records.</li> <li>• Responsible for MIS system(s)</li> <li>• Responsible for development, management and operation of administrative systems</li> <li>• Be aware that different types of information exist (for example, confidential information, personal data and sensitive data) and appreciate the implications of those differences.</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>• To comply with the Trust's policies and supporting documentation in relation to GDPR, Data Protection, Information Security and Confidentiality.</li> <li>• Share information confidentially about pupils with teachers and other professionals as required.</li> <li>• Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• Promote inclusion and acceptance of all pupils.</li> <li>• 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.</li> </ul>
<b>Flexibility</b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Apex Collaborative Trust requires a commitment to its mission, vision and values and to always have due regard to equality, diversity, dignity and respect.</li> </ul>

# Person Specification

	Essential	Desirable	How measured
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• 5 GCSE qualifications at Grade A-C including Maths and English</li> <li>• Word processing qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Level 3 Certificate in Business / Administration</li> </ul>	<p>A/C/I</p> <p>A/C/I</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in an office environment</li> <li>• Experience of working with Microsoft Office and other MIS systems</li> <li>• Experience of developing administrative procedures and effectively implementing systems</li> <li>• Experience of working with MIS and data bases</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a similar school office</li> </ul>	<p>A/R/I</p> <p>A/R/I</p> <p>A/R/I</p> <p>A/R/I</p>
<b>Attributes</b>	<ul style="list-style-type: none"> <li>• Ambitious and reflective of own strengths and areas for development</li> <li>• Respectful of others</li> <li>• Collaborative with own team members and wider school community</li> <li>• Shows initiative</li> <li>• Ability to work successfully in a team</li> <li>• Understanding of confidentiality in a school setting</li> </ul>		<p>R/I</p> <p>I/R</p> <p>I/R</p> <p>I/R</p> <p>I/R</p>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Good communication skills, both written and verbal</li> <li>• Skilled in administration and using office systems</li> <li>• Analytical skills for monitoring and analysis of information and data.</li> <li>• Attention to detail and accuracy</li> <li>• Excellent organisational skills</li> <li>• Ability to work to deadlines and under pressure</li> </ul>		<p>A/I/R</p> <p>I/R</p> <p>I/R</p> <p>I/R</p> <p>I/R</p> <p>I/R</p>

**Key**

A – Application

R – Reference

I – Interview

C – Certificate

# How to Apply

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

Follow the link to complete the application form:

<https://mynewterm.com/jobs/145818/EDV-2026-CLSS-12426>

In the supporting statement, please include:

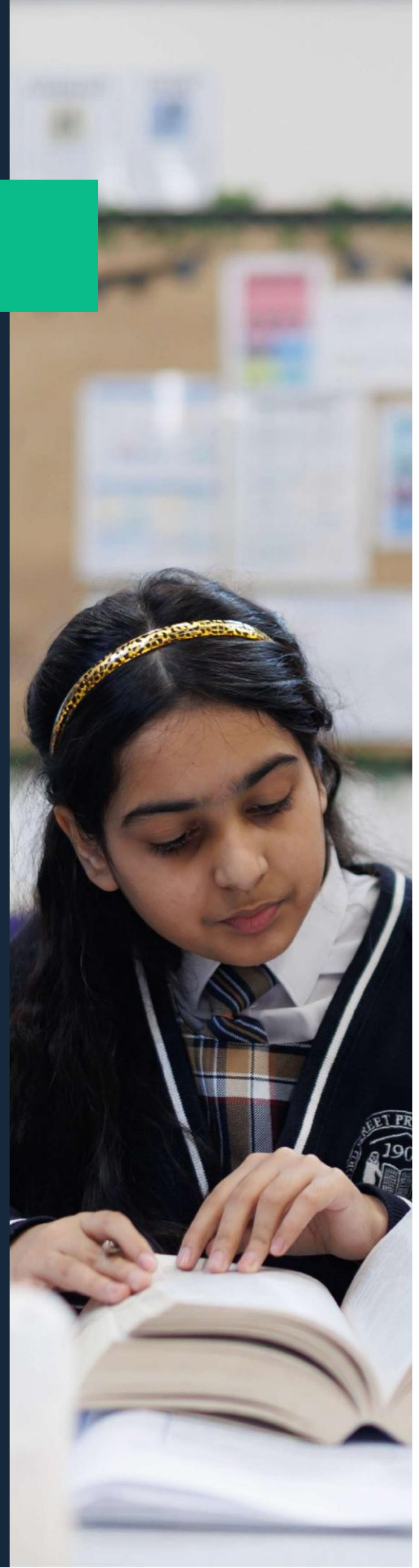
## Support Staff

- how your skills and experiences have prepared you for this post. Please pay particular attention to the job description and person specification whilst writing your letter with a focus on your suitability for the post gained from past experiences.

**Closing date for applications is noon on:  
29<sup>th</sup> April 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 procedures are in line with the Department for Education's 'Keeping Children Safe in Education' Guidance'.*





Lord Street Primary School, Lord Street,  
Colne, Lancashire, BB8 9AR  
01282 865597

