



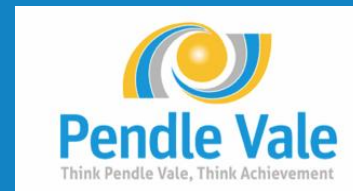
CANDIDATE INFORMATION

Finance & Data Admin Officer

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HEADTEACHER WELCOME



Dear Candidate

Welcome to Pendle Vale College. I am delighted that you are considering our College as a new career opportunity.

We are fortunate to have a modern, innovative, and fantastically well-equipped College; a £32million new build project in 2008, the facilities at Pendle Vale College are second to none. The building remains modern and innovative in design and is an exciting environment in which to work, however the College is more than bricks and mortar – our school is made up of over 1000 students and over 100 colleagues who all attend school each day to learn, grow and improve.

Over time, students make considerable progress from their starting points (Ofsted 2026)

Our facilities provide first rate teaching and learning opportunities that give our students and teachers a clear advantage and that results in consistently good outcomes.

Students attend, learn and achieve well (Ofsted 2026)

Our college is made up of a team of highly committed, motivated, dedicated and professional colleagues both teaching and non-teaching, who each individually make a significant and positive difference to the lives of our students. As Headteacher, I am extremely proud of our college and the colleagues and students with who I share the vision to make this a special place for adults and young people to teach and learn in.

Opportunities for staff to develop their own expertise are comprehensive and well planned (Ofsted 2026)

Colleagues at Pendle Vale benefit hugely from working in an environment that is supportive, challenging and rewarding. We pride ourselves on welcoming new staff with an excellent induction programme whether you are joining us as a newly qualified or experienced candidate.

School's professional learning programme is making a difference in classrooms (Ofsted 2026)

Whilst recognising that the College exists for the benefit of the students, we aim to be a place where staff can also realise their ambitions and potential and further develop their careers. We aim to be at the cutting edge of change and engage in high profile projects and developments that enable our students, and staff, to achieve the most that they possibly can while working or studying here. We are outward facing and strive to learn from and assimilate the very best practice and research. We really want to hear from those colleagues who are exceptional in what they do and who truly believe that they can make a positive difference to our college.

Students leave ready to take appropriate next steps into further education (Ofsted 2026)

We know that Pendle Vale College is and will continue to transform the education and life chances of our young people. By working together as a team, we aim to develop happy, confident and independent learners ready to take their place in the modern world.

There is a highly effective approach to inclusion. There is an ambitious offering of subjects at Key Stage 4. Leaders have ensured that the knowledge students learn is clear and well-planned (Ofsted 2026)

We have a modern, flexible, and responsive curriculum, which actively encourages our students to be responsible for their own learning and ensures that they are being stretched and challenged and appropriately prepared for their future learning. We know our students very well indeed and strongly and confidently believe that we are meeting their current and future needs.

Leaders sensibly prioritise the aspects of staff's professional learning that are most likely to make a positive difference to students' learning (Ofsted 2026)

As Headteacher, I believe that a team of people work best when they are working together towards a common goal. Pendle Vale College is an enjoyable and rewarding environment in which to work. There are significant career opportunities for colleagues and promotion is actively supported and encouraged. Our team ranges from early career teachers to experienced candidates who have reaped the benefits of working at our college.

We are a modern and contemporary College that wants to attract colleagues who have ideas, who are inspirational, innovative and who are truly dedicated to the development of our young people. If you have what it takes to take a forward-thinking College to the next level, then we look forward to reading your application and hopefully from there calling you to interview.

Our story is one of continued and improving success. We pride ourselves on being a strong, vibrant, and confident community. Don't just take our word for it, we warmly welcome visitors and prospective applicants to arrange a visit. Come and meet with significant colleagues and see for yourself.

Read more about our Ofsted report (February 2026) available via the college website.

Community and Surrounding Areas

Pendle Vale College has a good location, situated just five minutes from the M65. Easily accessible from larger towns and cities of Manchester, Preston, Bradford, and Huddersfield, it is also in close proximity to the smaller rural communities for Pendle, Colne and Skipton. Nelson is under an hour away from the Lake District and North Yorkshire Moors.

If you are interested in moving the College forward within a focussed team who are highly committed to serving its students, staff, and community, then I welcome your application. To apply for this vacancy, please submit your application via MyNewTerm:

[Pendle Vale College, Nelson, Lancashire | Teaching Jobs & Education Jobs | MyNewTerm](#)

I look forward to receiving your application.

Mr Oliver Handley

Headteacher

Finance and Data Admin Officer
Grade 4 SCP 4-6 £24,404-£25,183 (Pro Rata)
37 hours per week
Term time only – 39 weeks

The college is looking for an organised, logical and hardworking individual to take on the role of Finance & Data admin officer.

Under the supervision of the Business Manager and Assistant Business Manager the role will include undertaking a range of financial processes including purchase orders, and invoice processing.

In addition, the role will include supporting the school's assessment, reporting and data functions, ensuring that information is accurate, timely and meaningful for monitoring progress and informing decision, as well as supporting the exams process including processing of reports and results.

The role will also include other administrative functions around reception and telephone duties as and when required as well as undertaking generic administrative responsibilities and duties at student social times.

To be successful, you will have excellent organisational and numeracy skills, be confident using Microsoft Office applications and enjoy building positive working relationships.

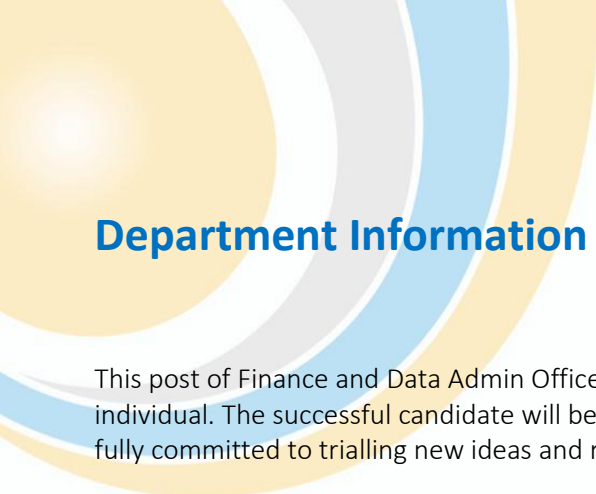
We are looking for someone with strong organisational and multitasking skills, excellent communication and interpersonal abilities and experience of working under pressure and dealing with a diverse workload. A positive, can-do attitude with keen attention to detail is essential.

For an informal discussion on the above position, please contact Racheal Wilson – Business Manager on 01282682240 or alternatively via email r.wilson@pendlevale.lancs.sch.uk

Closing date for applications – Friday 19 September 2026 at 9am
Interviews – Week Commencing 21 September 2026.

Pendle Vale College is committed to the health, safety, and welfare of its students.

All posts are subject to an Enhanced DBS disclosure. Please note that in line with Keeping Children Safe in Education 2022 an online search will be carried out as part of our due diligence on shortlisted candidates.



Department Information

This post of Finance and Data Admin Officer is an exciting opportunity for an enthusiastic and forward-thinking individual. The successful candidate will be joining a strong administration area with an innovative team of staff fully committed to trialling new ideas and raising standards.

The area currently consists of the following members of staff

Diane Harrison	Assistant College Business Manager
Kay Butterworth	Receptionist
Sarah Holt	Medical Officer
Anne-Marie Kinsella Calverley	Exams Officer, Data & Assessment
Shay O'Rourke	Community Business Admin Support
Alison Rosthorn	LRC Manager
Chelsea Watson	HR, Cover & Educational Visits Admin
Matthew Williams	Reprographics

Vacancy

Finance & Data Admin



JOB DESCRIPTION

JOB TITLE:	Finance/Data Admin Officer
GRADE:	Grade 4
CAR USER	Occasional
LOCATION:	Pendle Vale College
RESPONSIBLE TO:	College Business Manager/Assistant College Business Manager

JOB PURPOSE: The main objectives to be achieved by the Postholder

We are a busy, inclusive and supportive secondary school.

The postholder under supervision will maintain, update and extract information from systems and database and provide general administrative/clerical/financial support for the school.

This could include producing financial and management information and/or the provision of general advice and guidance to pupils, parents, external providers and staff or call for the use of higher-level text processing/spreadsheet/IT skills or audio typing that involves the use of a range of software packages.

Main Activities and Responsibilities

- Undertake routine financial administration
- Production of regular management information, including financial data and assist in the production of reports for the senior leadership team and governors
- Administration of new pupil admissions including welcome packs.
- Maintain manual and computerised records/management information systems e.g. BROMCOM
- Produce lists/information/data as required e.g. student data
- Undertake typing and word-processing and other IT based tasks
- Provide general clerical/admin. support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence
- Undertake reception duties including answering telephone and responding to routine queries, including, where appropriate, dealing with visitors on behalf of Headteacher
- General welfare support, where required, including the responsibility for pursuing pupil absence with parents including recording and monitoring of absence and production of reports.

Other Responsibilities

- To attend First Aid Training as a designated First Aider
- To undertake such duties of a similar nature as may be reasonably directed from time to time. The duties and responsibilities of the post may vary from time to time according to the changing needs of the school.
- To participate proactively in training and development including qualification development required in the job role.
- Adhere to College policies and procedures especially those relating to Child Protection and Health and Safety
- To ensure all safeguarding procedures are followed to promote the welfare of all children.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend skill training and participate in personal/performance development as required.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues
- To have a good standard of professional conduct and dress

The above form sets out the area of work in which duties will generally be focused and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

This college is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

PERSON SPECIFICATION

Personal Attribute requirements – Based on the job description	Essential (E) or Desirable (D)	To be identified by: application form (A), interview (I) or reference (R)
Qualifications		
NVQ level 2 qualification in Administration (or equivalent)	E	A
GCSE Maths and English Grade C or above	E	A
First aid in the workplace	D	A
Experience		
Experience of working in a finance environment, with experience of transactional finance processes	E	AF, I, R
Experience of school systems e.g. Bromcom, SIMS, Arbor	E	AF, I, R
Experience of financial management systems e.g. FMS6	E	AF, I, R
Experience of working with an analysing data	E	AF, I, R
Experience of working within a School Environment	E	AF, I
Experience IT systems to produce management information including Microsoft excel	E	AF, I
Experience of working within a clerical/administrative environment	E	AF, I
Experience of working with young people in a welfare capacity	D	AF, I, R
Knowledge/skills/abilities		
General administrative/clerical skills	E	AF, I
High level of literacy and numeracy skills	E	AF, I
Ability to interpret data and prepare reports based on this interpretation.	E	AF, I
Word processing skills	E	AF, I
Good IT skills with the ability to manage and interrogate database systems	E	AF, I
Ability to work on own initiative	E	AF, I
Effective interpersonal skills and written and verbal communication skills	E	AF, I
Ability to maintain confidentiality	E	AF, I
Ability to work as part of a team	E	AF, I
Ability to relate to a wide range of people	E	AF, I
Awareness of relevant policies and procedures of the role	E	AF, I
Good organisational skills, and the ability to plan and prioritise workload to meet deadlines	E	AF, I
Ability to operate at a level of understanding and competence equivalent to NVQ Level 3	E	AF, I
Other		
Commitment to safeguarding and protecting the welfare of children and young people	E	I
Commitment to Equality & Diversity	E	I
Commitment to Health & Safety	E	I
Work as part of a team to ensure office staffed during term time	E	AF, I
Please Note: References will always be considered before confirming a job offer in writing.		

PENDLE VALE BENEFITS

We recognise that people are our most valuable resource and we support them in being effective in their role by providing the following benefits:

- **Professional Development** – Pendle Vale is committed to developing staff within their roles and creating continued fantastic opportunities for further career progression through our weekly CPD sessions as well as access to NPQs and other professional qualifications.
- **Pension Scheme** – Every employee here at Pendle Vale has access to the Teachers' Pension Scheme or the Local Government Pension Scheme.
- **Well-being Benefits** – Through our wellbeing provider, staff can access a number of generous well-being benefits including Physiotherapy, 24-hour GP Helpline, Cancer Support, Stress counselling support and Weight management
- **Cycle to Work Scheme** – Pendle Vale has joined this scheme to provide staff with the opportunity to take advantage of the salary sacrifice tax-relief arrangement. For more information, eligibility criteria and details on how to apply, please contact the central HR Team
- **Annual Flu Vaccinations** - Annual Flu Vaccinations offered for free to all members of staff.
- **Gym Facilities** - Staff here are able to access the Gym facilities before and after school free of charge.



How to Apply

To apply for this vacancy, please submit your application via MyNewTerm:

[Pendle Vale College, Nelson, Lancashire | Teaching Jobs & Education Jobs | MyNewTerm](#)

Completed application forms and associated documentation should be returned to My New Term' website: [Education Job Search | Find Teaching, Leadership & School Support Jobs](#)

This post is subject to satisfactory reference and enhanced Disclosure and Barring Service criminal records check for work with children.

An online search may be undertaken for shortlisted candidates as part of the recruitment process on information available in the public domain.

Candidates should disclose anything that may be relevant in line with Keeping Children Safe in Education

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LANCS, BB9 8LF

T: (01282) 682240

Headteacher: Mr. O Handley

<https://pendlevale.lancs.sch.uk>