



Education
Partnership
Trust

High Expectations • Commitment • Ambition

Candidate Information Pack

Business Support Officer

Coal Clough Academy



A message from the Headteacher

“Coal Clough Academy gives pupils the support that they need to put the past behind them and to focus on the future. Pupils respond well to the school’s high expectations for their achievement. Pupils thrive and excel as individuals and in their learning. Pupils benefit from the happy family atmosphere in school.” Ofsted 2024

Thank you for expressing an interest in the position of Business Support Officer at Coal Clough Academy.

This is a fantastic opportunity for an outstanding, ambitious and dynamic Business Support Officer to join a Good school at an exciting stage of its journey.

We are a successful Pupil Referral Unit for 11-16 year olds situated in the heart of Burnley, with places for up to 140 Key stage 3 and 4 pupils, and part of the Education Partnership Trust (EPT).

Coal Clough Academy is a thriving, ambitious community that places the best interests of young people at the heart of everything we do. As an established, successful school we have grown in size and popularity, with demand for places resulting in the school being oversubscribed. We have a fantastic student cohort and dedicated staff that thrive on a culture of high expectations.

Within our setting, ‘pupils re-engage with learning and make good progress in developing skills, knowledge and understanding across a range of subjects.’ We pride ourselves on supporting and reviewing all pupils on an individual basis, this is supported by our academic and non academic curriculum.

In January 2024, the school was judged as ‘Good’ in all areas by Ofsted. This result epitomised the hard work and school improvements made since joining the Education Partnership Trust. Inspectors found our school to allow “The school has designed a curriculum that considers the wide range of pupils’ needs. This includes the high number of pupils who join the school throughout the academic year. The school identifies and meets the needs of pupils with special educational needs and/or disabilities (SEND) effectively.” A copy of the report can be downloaded from the school’s website.

At Coal Clough Academy our vision and values are supported by us working hard to achieve happy and healthy pupils who can achieve well based on their individual performance. We are committed to providing the best educational experiences and opportunities for our students. Our vision is to ensure a world class education, addressing social disadvantage where it exists through high expectations and an ambitious curriculum. At the very heart of the school’s work is a commitment to high quality teaching and learning and achievement for all: for our pupils to be safe, happy and

successful developing as individuals into caring, responsible citizens who participate fully in school life and are proud of their achievements.

We aim high at Coal Clough Academy and expect high standards of behaviour and academic effort. Every student at Coal Clough Academy is encouraged to have ambitious goals and is responsible for creating a culture of high expectations and academic excellence. We support our students to become conscientious, high-achieving individuals, who are able to discover their talents and passions through the opportunities we provide. Our ethos revolves around ensuring that we provide the very best educational experiences and opportunities, both in and out of the classroom environment.

We are proud of our achievements at Coal Clough Academy, our aspirational and exciting curriculum, our examination success, our ambitious opportunities for pupils' personal development, our charity work and our community involvement. We are committed to the pursuit of outstanding teaching and learning alongside the highest possible academic, personal and moral standards. This commitment is built upon a shared belief in hard work, self-reflection and a culture of respect and support for others.

Over the past eight years, Coal Clough Academy has achieved the following:

- Judged as Good across all four areas: Leadership and management, quality of teaching, outcomes and personal development and welfare.
- External outcomes for the school include success in GCSE English, Maths and Science for all pupils.
- Established as the 'school of choice' for alternative provision in the local area.
- The school has successfully achieved the SENDIA Award for additional support and guidance we provide our pupils with to reach their full potential.
- Parental support is welcomed by the school and we have been recognised for transforming lives of pupils who once disengaged with education.

To apply for this post, please follow the instructions on the 'Vacancies' page on our website. For visits to the school or any other information, please contact scarter@coalclough.org



H. Clarke, Headteacher



**Education
Partnership
Trust**



I am delighted that you are considering a role within the EPT. The EPT was established in 2012 as a high performing multi academy trust and approved academy sponsor, that delivers the very best educational experience for our pupils within an ethos of collaboration and excellence.

The reduction of workload and the wellbeing of our colleagues are key priorities with Wellbeing Champions in each school and a designated trust lead.

Wishing you all the best with your application.



Sharon Roscoe
Chief Executive

Our Vision

Creating outstanding schools which transform learning, lives and communities

Our Values

High Expectations

of ourselves, our pupils and our school community

Commitment

we are dedicated to raising standards and improving opportunities

Ambition

we constantly strive to improve by setting ourselves challenging goals

Job Advertisement

Business Support

Hours: 22 hours a week (Weds 08.00-16.00pm, Thurs 08.00 – 16.00pm, Fri 08.00 - 15.30pm)

Weeks Worked: Term Time Only

Start Date: 1st July 2025

Salary: £13,169 - £13,592

Coal Clough Academy wishes to appoint a hardworking, enthusiastic and committed Business Support Officer. If you are experienced, enthusiastic, open to new ideas and have a flexible 'can do' approach, we would welcome an application from you.

The Job

Coal Clough Academy have an exciting opportunity for a Business Support Officer to join the school part time. We are looking for an enthusiastic and inspiring Administrator who will support a very busy school reception

What are the job requirements?

- Undertake reception duties, answering telephone calls, redirecting calls and /or taking messages
- Liaise with parents/staff etc around attendance, sickness of pupils
- To work as part of a team and support the role of others at all times contributing to the overall work and ethos of the school
- To undertake personal development through training and other learning activities including performance management, as required
- Signpost staff, pupils and others in order to receive general advice and guidance
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Support SEND team with administration
- Support School Business Manager with Finance
- School Experience preferable

Amongst the many benefits of working within the Trust you will receive:

- Healthcare cash back plan provided free by the Trust includes optical, dental, physio, diagnostics, health assessment, NHS prescription charges, hospital cover, discounted gym memberships plus lots more.
- 6 sessions of free counselling including CBT, wellbeing and bereavement.
- Cycle to work scheme.
- Electric Car Scheme (Salary Sacrifice)
- Access to government pension schemes.
- Free parking
- Training and development opportunities
- Personal development and promotion opportunities across the Trust
- Trust wide focus on staff wellbeing
- Trust wide Intranet to share knowledge and resources

Closing date: 15th June 2025

Interview date: 19th June 2025

Safeguarding

The Education Partnership Trust is committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment.

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed.

Education Partnership Trust is also committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community.

Incomplete application forms will not be shortlisted, if you need to discuss a reason for being unable to complete a section, please contact the recruitment team HR@ept-uk.com.

Applications for this exciting post are to be made through <https://ept.face-ed.co.uk/vacancies>

Job Description

Business Support Officer

Reports to: School Business Manager

Grade: D

Job Purpose

To provide full business administrative support to the School. Supporting reception as and when required. Responsible for the school's data using Arbor, finance on Sage and main reception.

Key Responsibilities and Accountabilities

- To act as the initial point of contact for the school, assessing priorities and re-directing calls, enquiries, and requests as necessary
- To prepare and/or draft correspondence, communications, presentations, and other documents for the school as required
- To carry out a range of administrative tasks, including photocopying, filing etc.
- To manage electronic and paper based filing systems, reviewing operating practices and implementing improvements where necessary
- Ensuring data is entered onto the school Arbor and other systems to comply with DfE requirements
- To support SBM with finance and invoicing on Sage system
- Supporting attendance admin
- To support the SEND team with administration
- To manage the administration for all admissions for the school, ensuring paperwork and timetable is completed and input onto Arbor
- Timely management of the school census, reviewing pupil numbers and liaison with the AHT and feeder schools for pupil numbers
- Minuting meetings as required
- To filter incoming/outgoing mail: sorting, redirecting, and acting as appropriate
- Maintain manual and computerised records/management information systems
- Undertake word-processing, spreadsheets, and other IT tasks
- Undertake reception duties, answering telephone calls, redirecting calls and /or taking messages
- Liaise with parents/staff etc around attendance, sickness of pupils

- To work as part of a team and support the role of others at all times contributing to the overall work and ethos of the school
- To support the office/ Inclusion and SLT corridor with medical administration
- To undertake personal development through training and other learning activities including performance management, as required
- Signpost staff, pupils, and others in order to receive general advice and guidance
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person

Note

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, the Trust may affect any necessary change in job content or may require the post holder to undertake other duties, at any location in the Trust's service, provided that such changes are appropriate to the employee's remuneration and status.

As a term of your contract of employment, the Trust reserves the right to vary your hours of work and require you to work outside the range of your "typical working arrangements" specified in your Statement of Particulars. The Trust reserves the right at its discretion to affect this condition of your employment. Should this be necessary you will be given reasonable notice of any proposed changes.

Person Specification

Business Support Officer

Reports to: School Business Manager

Grade: D

| No | Categories | Essential / Desirable | App Form | Interview |
|-----|---|-----------------------|----------|-----------|
| | QUALIFICATIONS | | | |
| 1. | Education to GCSE Standard at grades 9 – 7 for a minimum of 5 GCSEs including Maths and English | E | ✓ | |
| | EXPERIENCE & SKILLS | | | |
| 2. | Experience of working in a team | E | ✓ | ✓ |
| 3. | Organised approach to work in relation to file and record keeping | E | ✓ | ✓ |
| 4. | MS-Word & MS Excel knowledge | E | ✓ | ✓ |
| 5. | MS-Access & MS-Outlook knowledge | E | ✓ | ✓ |
| 6. | Able to produce written communications which are readily understood | E | ✓ | ✓ |
| 7. | Good communication and numeracy skills | E | ✓ | ✓ |
| 8. | Experience of using Arbor | D | ✓ | ✓ |
| 9. | Experience of using Sage preferable | D | ✓ | ✓ |
| | INTERPERSONAL SKILLS | | | |
| 10. | Knowledge of Equal Opportunities | E | ✓ | ✓ |
| 11. | Ability to research information from relevant sources and present clearly | E | ✓ | ✓ |
| | PERSONAL SKILLS | | | |
| 12. | Willing to develop knowledge and experience | E | ✓ | ✓ |
| 13. | Flexible approach to changing work tasks | E | ✓ | ✓ |



Contact

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An Education Partnership Trust School