



Education
Partnership
Trust

High Expectations • Commitment • Ambition

Candidate Information Pack

Administration Assistant

Pleckgate High School



A message from the Headteacher

“Pupils enjoy learning and are kind to each other. They feel happy and safe and part of a caring community and trust staff to support them when they need it”.

Ofsted 2023

Thank you for expressing an interest in the position of Administration Assistant at Pleckgate High School.

This is a fantastic opportunity to work with a strong team of support staff who are central to the successful communication, administration and customer service aspects of the school. We are looking for a confident, well organised individual who has excellent administration skills to join our team. The role requires a candidate who is able to engage well with parents and our local community as well as working successfully in a team and able to work well under pressure.

We welcome applications from candidates who have some or no experience of working within the education sector or who are interested in working full or part time. We have a comprehensive CPD programme that will support the successful candidate key areas of administration as part of their training and development experience.

We are a large secondary school, part of the Education Partnership Trust (EPT), situated on the northern outskirts of Blackburn. Our school community is made up of 1350 students and 180 staff with excellent facilities to benefit both the school and local community. Pleckgate High School is a thriving multicultural community that places the best interests of young people at the heart of everything we do.

At Pleckgate everyone is committed to providing the best educational experiences and opportunities for our pupils. At the 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.

Every pupil at Pleckgate is encouraged to have ambitious goals and everybody is responsible for creating a culture of high expectations and academic excellence. Our most recent Ofsted report, March 2023, positively reported *“Leaders and staff have high expectations & set high standards for staff & pupils”*. A copy of our full report is available from the school website.

We are proud of our achievements - our ambitious curriculum, our examination success, opportunities for pupils' personal development, our charity work and our community involvement. Ofsted also commented, *“Subject curriculums are expertly designed with a careful selection of the most important knowledge for pupils”*. 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.

We are significantly oversubscribed and pupils achieve positive outcomes at Pleckgate. We are proud of how staff support pupils in achieving success both academically and through sport.

As a staff member of Pleckgate High School, you will be able to take advantage of the staff benefits, available through the EPT, which includes access to both the Simply Health and Discount for Teachers schemes. We also have an Associate member of our Senior Leadership Team whose role is to work with our staff on staff wellbeing, working to ensure you have a balanced home and work life-style.

If you have any questions about our school, or the role itself, please do not hesitate to get in touch and please visit our school website <http://www.pleckgate.com> to get a flavour of what we have to offer.

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 mwade@pleckgate.com.



Mrs Aishling McGinty
Headteacher



**Education
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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

Administration Assistant

Hours:	37 hours per week
Weeks Worked:	Term time only (38 weeks + 10 days)
Start Date:	ASAP
Salary:	SCP 4 – SCP 5 (£23,114-£23,500 per annum pro rata) (Actual salary £20,850-£21,198 per annum)

Pleckgate High School wishes to appoint a hardworking, enthusiastic and committed Administration Assistant. 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

- To work within the Administration Team to provide excellent customer service, communication and a high-quality administration service to staff in school, parents and the local community.

What are the job requirements?

- Education to GCSE Standard at grades 9 – 5 for a minimum of 5 GCSEs including Maths and English.
- An effective communicator who can deliver complex and clear information or messages, both oral and written.
- MS office proficiency (including working with Google applications).
- Strong team player and ability to undertake a number of issues simultaneously as well as the ability to work under considerable pressure.
- Excellent attention to detail and accuracy.
- Excellent interpersonal skills.

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: Monday 30th September 2024; 09:00am

Interview date: Thursday 3rd October 2024

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

Administration Assistant

Reports to: Administration Manager

Grade 3: SCP 4 – SCP 5 (£23,114-£23,500 per annum pro rata)
(Actual salary £20,850-£21,198 per annum)

Job Purpose

- To work within the Administration Team to provide excellent customer service, communication and a high-quality administration service to staff in school, parents and the local community.

Key Responsibilities and Accountabilities

- To act as the initial point of contact for visitors to school in reception, meeting and greeting, manage visitor sign in and issuing lanyards according to safeguarding requirements.
- To provide clerical and administrative support in relation to the production of specific materials, for example, newsletters, school prospectus and reports,
- To carry out a range of administrative tasks, correspondence to parents, information to staff, photocopying, liaison with staff, pupils and parents
- To work as part of a team and support the roles of others at all times in providing a high-quality administrative service.
- Able to support at school events when required such as parents evening, celebration or achievement evenings.
- To support the administration of health and safety documentation.
- To manage electronic and paper based filing systems, reviewing operating practices and implementing improvements where necessary
- Produce lists/information/data as required, for example pupil data
- 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
- Liaise with parents/staff etc around attendance, sickness of pupils
- To assist in exam invigilation as and when required
- 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

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

Administration Assistant

Reports to: Administration Manager

Grade 3: SCP 4 – SCP 5 (£23,114-£23,500 per annum pro rata)
 (Actual salary £20,850-£21,198 per annum)

No	Categories	Essential / Desirable	App Form	Interview
QUALIFICATIONS				
1	Education to GCSE Standard at grades 9 – 5 for a minimum of 5 GCSEs including Maths and English	E	✓	
EXPERIENCE AND SKILLS				
2	Experience of working in a team and in a customer service environment	E	✓	✓
3	Experience of working in a busy environment and able to meet deadlines	E	✓	✓
4	Organised approach to work in relation to file and record keeping	E	✓	✓
5	Experience of working with MS Office packages including Word, Excel, PowerPoint	E	✓	✓
6	Ability to produce written communications which are readily understood	E	✓	✓
7	Good communication skills, written and oral	E	✓	✓
8	Experience of using SIMS and Edulink	D	✓	✓
INTERPERSONAL SKILLS				
9	Knowledge of Equal Opportunities	E	✓	✓
10	Ability to research information from relevant sources and present clearly	E	✓	✓
PERSONAL SKILLS				
11	Willing to develop knowledge and experience including use of social media platforms	E	✓	✓
12	Flexible approach to changing work tasks	E	✓	✓



Contact

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An Education Partnership Trust School