



Education
Partnership
Trust

High Expectations • Commitment • Ambition

Candidate Information Pack

Administration Manager
Pleckgate High School



A message from the Headteacher

"Pupils at this school are strongly supported to develop aspirational goals for their future lives. They thrive in a well-established culture of high academic expectations".

Ofsted 2024

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

This is a fantastic opportunity for an outstanding, ambitious and dynamic Administration Manager to join an outstanding school at an exciting stage of its journey.

We are a large secondary school, part of Education Partnership Trust (EPT), situated on the northern outskirts of Blackburn with Darwen. Our school community is made up of 1350 pupils 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. We were delighted to be judged as 'Outstanding' in all areas by Ofsted in June 2024.

We are an ambitious school with high expectations for ourselves and our pupils. We are committed to providing excellent teaching and learning and we want all our pupils to be safe, happy and successful. In our Ofsted report in June 2024, our school was described as offering a "harmonious and supportive environment. Pupils learn the importance of being kind and respectful towards others". Every pupil at Pleckgate is encouraged to have ambitious goals and to work hard.

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. We are significantly oversubscribed, and pupils achieve positive outcomes at Pleckgate.

We are a dedicated team of staff who work together to help pupils be successful and confident. We also offer opportunities for staff with an excellent professional development programme tailored to meet each member of staff's aspirations and ambition.

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
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

Administration Manager

Hours:	37 hours per week
Weeks Worked:	Full-time (year-round) or Term time only (38 weeks + 10 days)
Start Date:	ASAP
Salary:	G Grade – SCP 24 - 28

Pleckgate High School wishes to appoint a hardworking, enthusiastic and committed Administration Manager. 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 provide leadership and management to a team of administration staff.
- Promote the highest standards of business ethos within the administrative function of the schools and strategically ensure the most effective use of resources in support of the school's improvement plan
- To be responsible for the management, development, review and evaluation of effective administrative systems.
- To be responsible for the recruitment process in school in line with EPT policies and procedures
- To be responsible for the daily administration of cover management
- To be responsible for the administration of pupil first aid and medical information

What are the job requirements?

- A level or equivalent including maths and English at GCSE.
- Experience of managing or supervising others, delegating tasks and monitoring practice.
- Experience of administration within an education setting, including SIMs / Arbour knowledge and experience.
- 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: 09:00am Monday 22nd September 2025

Interview date: Friday 26th September 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

Administration Manager

Reports to: School Business Manager

Grade: G Grade – SCP 24-28

Job Purpose

- To provide leadership and management to a team of administration staff.
- Promote the highest standards of business ethos within the administrative function of the schools and strategically ensure the most effective use of resources in support of the school's improvement plan
- To be responsible for the management, development, review and evaluation of effective administrative systems.
- To be responsible for the recruitment process in school in line with EPT policies and procedures
- To be responsible for the daily administration of cover management
- To be responsible for the administration of pupil first aid and medical information

Key Responsibilities and Accountabilities

Administration Management, customer service and pupil data

- To be responsible for the management and supervision of staff including the recruitment, performance management, motivation and training of administrative staff.
- To oversee the administration budget and ensure that effective budget management systems are in place and that expenditure is recorded, monitored and reported appropriately.
- To ensure that admin staff are aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality, equal opportunities and GDPR.
- To work closely with senior staff to support internal and external communication processes with customers i.e staff, pupils & parents
- To manage and keep under review complex administrative areas.
- Provide or resource administrative and organisational support to senior staff.
- To service complex and strategic meetings.
- To manage an effective reception and customer service, ensuring that staff have the skills and abilities to meet the demands of the service area.
- To be able to respond to and deal with unanticipated problems.

- Working closely with the senior staff to play a lead role in planning, development, design, organisation and monitoring of support systems/procedures/policies in relation to administrative functions.
- In conjunction with SBM be responsible for recruitment and selection of admin staff, induction, planning, and performance management of the team.
- Develop constructive relationships and communicate with other agencies/professionals.
- In conjunction with the senior staff to be responsible for financial administration procedures within the team
- 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 manage the administration of cover for absent teaching staff in conjunction with a Senior Leader
- To keep up to date records/database of pupil admissions/leavers ensuring all legal requirements are adhered to.
- To ensure that all pupil admissions (routine and non-routine) to the school are administered in an efficient way.
- Manage the school waiting list and ensure that it is legally maintained.

Recruitment

- Manage the vacancy approval process and draft advertisement packs for any vacancy advertising within the school.
- Arranging and giving site tours to job candidates as part of the interview process.
- Arranging interviews for successfully shortlisted candidates.
- Preparing panel timetables for the interview day.
- Preparing interview paperwork for the panel.
- Maintain records of applications and prepare the panel for shortlisting.
- Completing the onboarding process and induction for all new members of staff

First Aid and Pupils Medical Needs

- Act as the key identified First Aider in school. (Other support and teaching staff will also maintain relevant first aid qualifications)
- Take charge of all first aid incidents and pupil welfare issues and deal with them appropriately
- Maintain statutory first aid, pupil illness / injury records and complete written reports as required (HSE and Riddor guidelines)
- Order stocks of first aid supplies and distribute them to departments as required
- Undertake relevant first aid training
- Coordinate all arrangements to support pupils with ongoing medical conditions or disabilities in school e.g. diabetics / mobility / hearing disabilities etc.
- Liaise with parents / carers about medical issues and first said incidents involving their children

Cover management

- To manage the daily administration of cover for absent teaching staff in conjunction with a Senior Leader.
- To manage the cover budget and produce monthly reports in liaison with the Finance Assistant.

Other duties

- You may be expected to undertake other duties at the same level of responsibility at any time, as well as or instead of those listed here.

Support school events as appropriate.

- To ensure compliance with General Data Protection Regulation & Freedom of Information publication scheme

Expectations

- The post holder is expected to carry out their duties and responsibilities in accordance with the school's vision and values.
- The post holder is expected 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 department.
- The post holder would be expected to undertake personal development through training and other activities.
- Maintain confidentiality at all times and contribute to the promotion of the school's vision and values as a member of staff with all stakeholders.
- Deals with the exchange of sensitive information
- Uses keyboarding skills for tasks greater than spreadsheets, emails
- Uses own initiative to solve problems
- Can be subject to conflicting demands (unavoidable interruptions) which means that they have to address new tasks and leave what they were doing
- The job holder has to concentrate and be alert to the needs of children

School vision and values

- Working with integrity, openness and fairness.
- Establishing high expectations and self-esteem.
- Providing leadership and support.
- Encouraging innovation, learning from mistakes but not accepting failure.
- Working through partnership and collaboration.
- Securing best value in the services we deliver – focusing on doing those things we can do best in the most effective way to meet the needs of our clients.
- Be proud of success but continually seek to improve.

Common core of skills and knowledge for the school

- Effective communication and engagement with children, young people, parents and carers.
- Child and young person development.
- Safeguarding and promoting the welfare of the child.
- Supporting transitions.
- Multi-agency working.
- Sharing information.

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 Manager

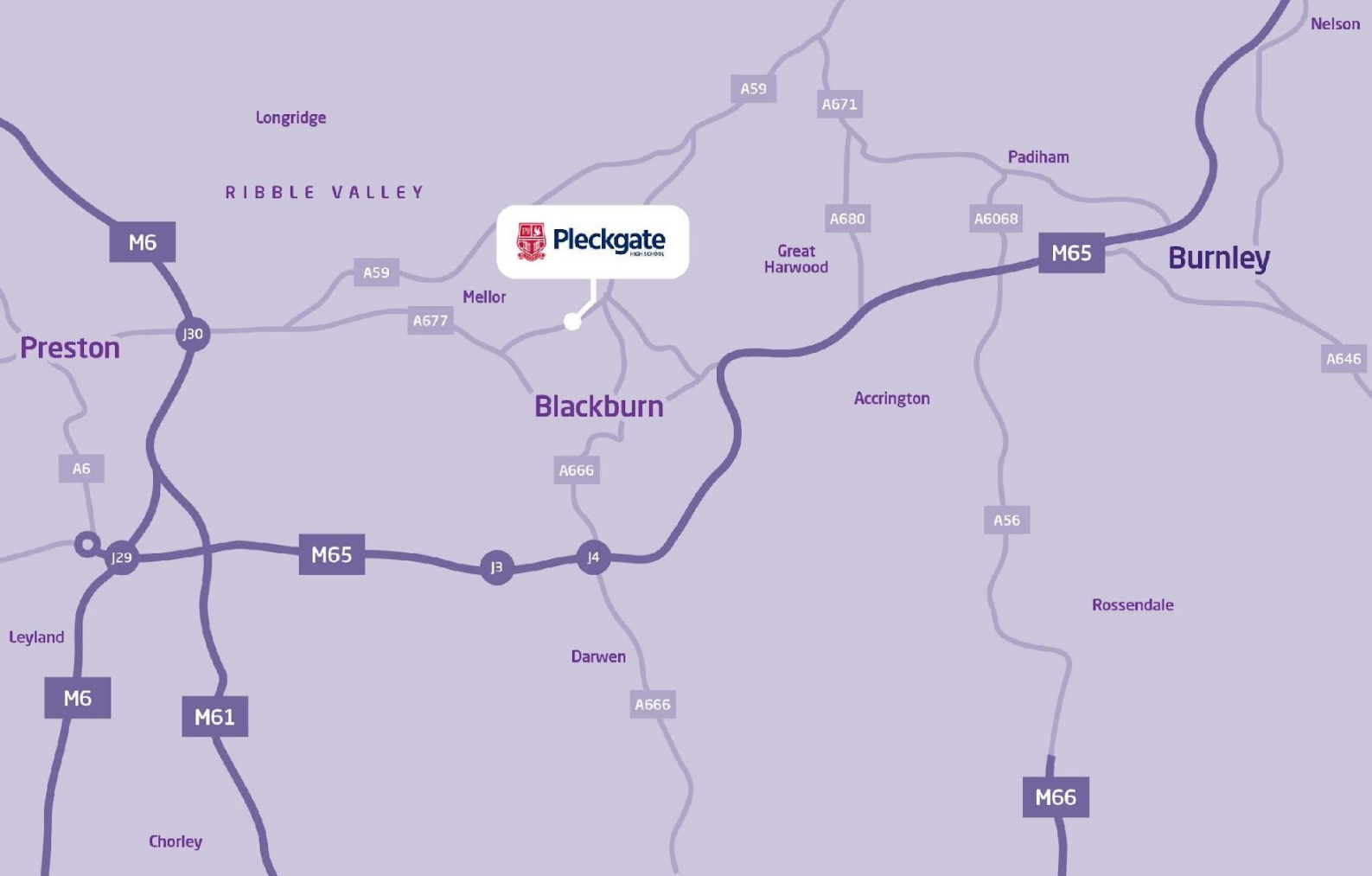
Reports to: School Business Manager

Grade: G Grade – SCP 24-28

No	Categories	Essential / Desirable	App Form	Interview
QUALIFICATIONS AND TRAINING				
1.	NVQ3 in Business Administration or equivalent qualification in a relevant discipline (or working towards)	E	✓	✓
2.	Educated at GCSE or equivalent, including GCSE (A-C) in Mathematics and English	E	✓	✓
KNOWLEDGE, SKILLS AND ABILITY				
3.	Good knowledge of financial regulations	E	✓	✓
4.	Excellent attention to detail	E	✓	✓
5.	Excellent literacy/numeracy skills	E	✓	✓
6.	Competent use of IT packages including word processing, computerised accounting systems and school MIS systems	E	✓	✓
7.	Ability to use relevant office equipment effectively	E	✓	✓
8.	Ability to plan, organise and prioritise	E	✓	✓
9.	Ability to organise cover	E	✓	✓
EXPERIENCE				
10.	Working in an office environment at senior level	E	✓	✓
11.	Organising, leading and motivating other staff	E	✓	✓
12.	Developing, managing and operating clerical/ administrative/financial and organisational systems	E	✓	✓
13.	Managing staff	E	✓	✓
14.	School finances and managing budgets	E	✓	✓
15.	Analysing and evaluating data	E	✓	✓
16.	Experience of using SIMS / Arbour	E	✓	✓
17.	Experience of Microsoft Office packages to include Word and Excel	E	✓	✓
18.	Experience of organising cover, dealing with supply staff/agencies and using SIMS / Arbour cover module	E	✓	✓
PERSONAL QUALITIES & ATTRIBUTES				
19.	Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	E		✓



20.	Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	E		✓
21.	Ability to work under pressure and prioritise effectively	E		✓
22.	Commitment to maintaining confidentiality at all times	E		✓
23.	Commitment to safeguarding and equality	E		✓
24.	Deals with difficult situations effectively	E		✓
25.	Embraces change well	E		✓



Contact

Pleckgate High School
Pleckgate Road
Blackburn
Lancashire
BB1 8QA

01254 249134
info@pleckgate.com
www.pleckgate.com

Twitter @PleckgateHigh



An Education Partnership Trust School