

Candidate application pack



**Colne Park
High School**

**Reception/Admin
Assistant**

A message from the headteacher



Colne Park High School is a happy and successful community where every student is recognised as an individual and where we all aim to be the best we can be.

We believe that every child has talents and strengths and that they can experience success as they develop into young adults through the supportive and caring environment we provide.

We are proud of the reputation Colne Park High School has earned within the local community for providing a nurturing ethos in which our children can thrive. We are driven by an unassuming yet unswerving determination that no child in our school will be left behind.

The School is first and foremost a place of learning where students feel safe and enjoy their educational journey. Learning is at the centre of everything we do both in and out of the classroom and with so many opportunities at Park we feel your child will grow and flourish with the Park family.

At Colne Park High School we respect the traditional values of hard work, good manners, and self-discipline, whilst also preparing our students for their future lives in an ever changing world. We benefit from a dedicated and well qualified staff who bring 21st century learning alive for each individual.

We pride ourselves on our family atmosphere, the fact that students feel safe and cared for and that, by surveying our pupils, we know that they continue to feel supported.

Cathy Eulert
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.

I hope this website gives you a flavour of our Trust and each of our schools, as well as details of how to contact me or other members of our team should you wish to know more or are interested in collaborating with us in any capacity.

Staff benefits



**Bike 2 work
scheme**



**CPD
opportunities**



**Employee
assistance
programme**



**Local
discounts**



**Occupational
health support**

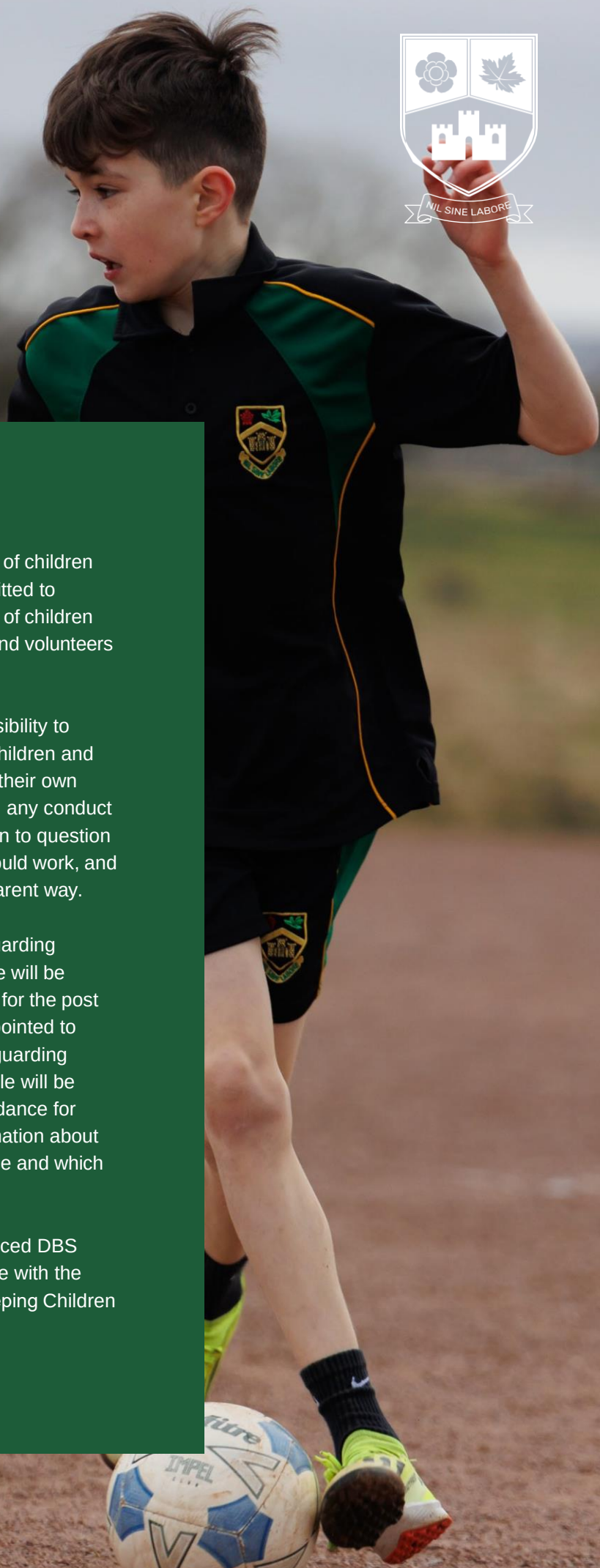
Safeguarding statement

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.



Reception/Admin Assistant



Salary Range: Grade 3 (SCP 3 – 4)
Contract Type: Term time only
Contract Term: Permanent
Start Date: 1st September 2025
Closing Date: Friday 11th July 2025

We are seeking to appoint an enthusiastic and experienced Reception/Admin Assistant to provide administrative support to the school and to ensure the smooth running of the school on a day-to-day basis. The job holder will be under the direction or instruction of senior staff and/or their work is subject to checks and controls.

Why choose Park High School?

- Park High School is 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
- Quality First teaching is at the core of everything we do.
- Every student is entitled to experience a variety of teaching and learning styles which enable them to achieve their full potential and be the best they can be.

Apex Collaborative Trust

The Apex Collaborative Trust is a vibrant, cross phase multi academy trust which was jointly established by three primary schools and one secondary school in 2018. We are committed to high quality professional development and a strong commitment and approach to the development of people at all levels of the organisation. Working at the Apex Collaborative Trust offers:

A strong culture driven by values

- A supportive Central Trust Team who believe that through strong collaboration, all children within our trust will have better outcomes.
- High quality professional development opportunities
- A commitment to providing every child with the best possible start in life
- Exceptional curriculum and pedagogy in all our schools
- High quality pastoral care and support

If you are aligned with our values, please apply at:

<https://mynewterm.com/jobs/146228/EDV-2025-CPHS-74370>



POST:	Reception/Admin Assistant
GRADE:	Grade 3 (SCP3 £24,027.00 – 4 £24,404.00 FTE)
TERM TIME / FULL YEAR	Term Time only
HOURS/DAYS	37 hours per week (07:45am -15:45pm)
CONTRACT TYPE	Permanent
RESPONSIBLE TO:	Operations Manager / Senior Leaders
JOB PURPOSE:	Main purpose: Receptionist - to deal with stakeholders and to provide administrative support to the school to ensure the smooth running of the school, on a day-to-day basis. The job holder will be under the direction or instruction of senior staff and/or their work is subject to checks and controls.
MAIN RESPONSIBILITIES	
	• Be the front of house administrator for visitors to the school. • Deal with and sign-post enquiries either by telephone or face-to-face and ensure visitors sign into school following school protocol. Make outbound calls as directed. • First point of contact for sick pupils, liaise with parents/carers/staff/greet supply staff). • Assist with arrangements for school visits and events. • Provide general clerical support including clerical processes, word processing, IT based tasks requiring knowledge of various ICT packages and operation of office equipment. • Produce lists, information, reports and data as requested by senior staff or external agencies (e.g. standard/statutory returns). • Photocopying / printing as required. • Maintain manual and computerised records and management information systems. • Maintain stocks and supplies, selling and distributing as required. • Deliveries support. • First Aid support. • Carry out general duties as directed with your line manager.
Communications	• Communicate incoming enquiries clearly and to the appropriate individual, in a timely manner and in line with school procedures. • Communicate effectively with all pupils, families, carers and other agencies / professionals.
Administration / Resource management / other	• Maintain computerised records that involves liaison with senior staff • Handling of small amounts of cash, collecting monies and payments of bills and invoices. • Monitor stock levels, order office materials, equipment and services and check incoming orders • Participate in performance management, training and other learning activities as required.
Safeguarding	• To be committed to safeguarding and promote the welfare of children, young people and adults and raising concerns as appropriate. • Take responsibility for visitors to school, ensuring safeguarding protocol is followed. • Have an awareness and basic knowledge where appropriate of the most recent safeguarding legislation.
Systems and Information	• Maintain computerised and manual pupil/staff records. • Use and update MIS system(s) • Be aware that different types of information exist (for example, confidential information, personal data and sensitive data), and appreciate the implications of those differences. • Share information appropriately – in writing, by telephone, electronically and in person.
Data Protection	• To comply with the Trust's policies and supporting documentation in relation to GDPR, Data Protection, Information Security and Confidentiality.

	• Share information confidentially about pupils with teachers and other professional as required. • Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality.
Health and Safety	• 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.
Equalities	• Promote inclusion and acceptance of all pupils. • 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.
Flexibility	• 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.
Customer Service	• The Pennine 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. • The Pennine Trust requires a commitment to its mission, vision and values and to always have due regard to equality, diversity, dignity and respect.

Person Specification

	Essential	Desirable	How measured
Qualifications	GCSE qualifications at Grade A-C in Maths and English	- Level 2 Certificate in Business / Administration - Level 2 word processing	A/C/I
Experience	- Experience of working in an office environment - Experience of working with Microsoft Office	- Experience of working in a school - Experience of handling cash	A/R/I A/R/I
Attributes	- Ambitious and reflective of own strengths and areas for development - Respectful of others - Collaborative with own team members and wider school community - Shows initiative - Ability to work successfully in a team - Maintains confidentiality		R/I I/R I/R I/R I/R I/R
Knowledge & Skills	- Good communication skills, both written and verbal - Knowledge of administration and office systems - Attention to detail and accuracy - Good organisational skills - Ability to work to deadlines		A/I/R I/R I/R I/R I/R I/R

Key

A – Application

R – Reference

I – Interview

C – Certificate

How to Apply

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

Follow the link to complete an application form:
<https://mynewterm.com/jobs/146228/EDV-2025-CPHS-72773>

- In your personal statement, please include how your skills and experiences have prepared you for this post. Please pay particular attention to the job description and person specification whilst completing this section with a focus on your suitability for the post gained from past experiences.

**Closing date for applications is noon on:
Friday 11th July 2025**

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 practice is in line with the Department for Education's 'Keeping Children Safe in Education' Guidance'.





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