



PENDLE VALE COLLEGE

**COVER COORDINATOR & EDUCATIONAL
VISITS ADMINISTRATOR**

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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. 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.

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.

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.

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.

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.

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.

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, meet with significant colleagues and see for yourself.

Ofsted

Ofsted last visited us in November 2021 and confirmed that Pendle Vale remains a Good school. A copy of this Ofsted Report can be found on our 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. Please submit the Teaching Staff application form, available on our website or from Hays, along with a letter of application of not more than two A4 sides, detailing how your experiences and impact to date qualify you for the post and how you see the role developing.

I look forward to receiving your application.

Mr. Oliver Handley
Headteacher

JOINING PENDLE VALE COLLEGE

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.

PENDLE VALE COLLEGE

Cover Coordinator & Educational Visits Administrator

Actual Annual Salary (39 weeks): £21,856 - £22,554

Full Time Equivalent Salary: Grade 4 SCP 4-6 £25,185 - £25,989

Start Date: ASAP

Hours: Full Time, 37 hours per week Monday to Friday

Additional Information: Working hours are Monday – Thursday 7.30 – 3.30pm and Friday 7.30am – 3.00pm (30 minutes lunch break)

The College is seeking a Cover Coordinator & Educational Visits Administrator with exceptional organisational abilities, strong communication skills, and a calm, professional manner.

This is a varied and fast-paced role in which you will help ensure the smooth running of the college by supporting the Business Manager in coordinating daily staff cover, assisting with the administration of educational visits, and contributing to wider administrative functions.

You will be responsible for arranging both planned and emergency lesson cover, recording staff absences in line with college procedures, and liaising with external supply agencies. The role demands strict confidentiality and the ability to work effectively under pressure.

The successful candidate will also support staff in planning and organising educational visits. This will include booking transport and venues, completing risk assessments, and uploading all required information to the Educational Visits database.

Additional responsibilities will involve providing general administrative support, including reception, administrative tasks and telephone duties as needed, as well as supporting supervision during student social times including lunchtime.

We are looking for someone with excellent organisational and multitasking skills, strong interpersonal abilities, and experience of managing a busy and varied workload. A positive, proactive approach and keen attention to detail are essential. Previous experience in a school office is desirable but not essential, as full training will be provided. For an informal discussion about the role, please contact Mrs R. Wilson, Business Manager.

If you are interested in applying for this position, to apply via our Every Recruitment Portal please click the following link: <https://candidates.every.education/Vacancies/Details?advertKey=6afa389c-fdce-43ea-941d-a7876ffad108>

Closing date for applications – Monday 09 March 2026

Interviews – Friday 13 March 26

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.

JOB DESCRIPTION	
JOB TITLE:	Cover Coordinator & Educational Visits Administrator
GRADE:	Grade 4
CAR USER	Occasional
LOCATION:	Pendle Vale College
RESPONSIBLE TO:	College Business Manager
<p>JOB PURPOSE: The main objectives to be achieved by the Postholder</p> <p>We are a busy, inclusive and supportive secondary school.</p> <p>The postholder under supervision will effectively administrate the planned and unplanned cover requirements of the college ensuring the cover organised is of a high standard, is cost effective and meets college needs.</p> <p>The postholder will be responsible for the administration of all staff absences to include sickness etc. and administration of all Educational Visits for the college.</p> <p>Provide administration for the main school office. At all times, the post holder will be expected to work collaboratively with relevant colleagues to fulfil the requirements of the role and contribute positively to the effective running of the administration function of the college</p> <p><u>Main Activities and Responsibilities</u></p> <ul style="list-style-type: none"> • Work closely with your line manager and cover staff to ensure a consistent and effective cover provision. • Work closely with external supply teachers; ensure they are fully informed of the college's safeguarding policy and procedures. • To check all absence requests to ensure that adequate cover is available on the requested days • To maintain staff absences on the college's MIS system, provide absence reports as requested by the School Leadership Team • To assist with the organisation of school events and educational visits including ensuring adequate staff cover and room changes are made where applicable • To ensure procedures are followed regarding planning of all trips/activities/events. • To advise the trip organiser of costs involved for the correct charge to be made to parents of students attending the visit. • To collate information for trips both UK and overseas travel, liaising with external companies obtaining information regarding accommodation, travel arrangements, insurance, risk assessments. • To collate student information for trip leaders about emergency contact details together with consent forms and medical information. • To provide general administrative assistance to trip organiser. • Supervision of the bookings for the school minibuses including the booking of regular service inspections. • Provide general clerical/admin. support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence, undertake typing and word-processing and other IT based tasks • 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. <p><u>Other Responsibilities</u></p>	

- 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 Attributes required (on the basis of the job description)

Requirements - (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (A), interview (I) or reference (R)
Qualifications		
5 or more GCSEs, including a Level 2 (or equivalent) in English and maths.	E	A
First aid in the workplace	D	A
Evidence of professional qualifications relevant to the post	D	A
Experience		
Experience of working within a clerical/administrative environment	E	AF, I
Experience of working under pressure.	E	AF, I
Experience of managing administrative processes	E	AF, I, R
Experience of working with a wide range of stakeholders	E	AF, I, R
Experience of working within a Secondary School	D	AF, I
Experience of school systems e.g. Bromcom, SIMS, Tucasi	D	AF, I, R
Experience of working with young people in a welfare capacity	D	AF, I, R
Knowledge/skills/abilities		
Excellent administrative/clerical skills with a high level of attention to detail	E	AF, I
High level of literacy and numeracy skills	E	AF, I
Word processing skills	E	AF, I
Good IT skills	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
Models good practice and leads by example, with integrity, positivity, creativity, resilience and clarity	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.		