



Pennine Academies Yorkshire

# RECRUITMENT BROCHURE





## WELCOME FROM THE CEO

Welcome to Pennine Academies Yorkshire and may I start by expressing my thanks for taking an interest in our academies and what we are trying to achieve.

Formed in 2018, Pennine Academies Yorkshire now comprises seven successful primary schools and considers every one that is part of the Trust a family member.

### DIVERSITY AND UNIQUENESS

Our schools are diverse - from a small rural school of fewer than 100 pupils nestled high up in the Dales, to a 720-place inner city school with a 24-place resource provision. All schools are in control of their own pedagogy, uniform, school day, curriculum, and staffing structures. Our central team provides extensive support services in finance, estates, people and culture, IT, governance, policy, SEND and school improvement support - the best of both worlds!

### WE ARE ETHICALLY DRIVEN

We want to be the employer of choice; this means we support our staff with their Continued Professional Development and career aspirations. Working for us will afford you many different opportunities both within the school you work in and in supporting other schools. We regularly offer out and

encourage people to take secondments or to support other schools in a variety of guises. This has led to fantastic promotion opportunities for many.

Our strength comes from our ability to support one another across the schools.

### WE VALUE ALL CHILDREN

Pennine schools are there to serve their local communities. We believe we should be there to support all children irrespective of background, disability or special educational need. We have three Resourced Provisions across the Trust supporting children with SEMH, Communication and Interaction Difficulties and Visual Impairment. This means we have access to a team of specialist teachers who also support our mainstream teachers. We work with integrity and inclusivity.

Pennine really is a different kind of Trust, one that has the value of people and relationships at its heart. Come visit us to see for yourself!

**Michael Thorp** CEO





## WELCOME FROM THE HEADTEACHER

### Dear Candidate

Let us tell you more about our amazing school! We are a **thriving, energetic and vibrant** three-form entry primary school, situated in the Fairweather Green area of Bradford. Our school stretches across three buildings, a mixture of traditional and modern. We form part of Pennine Academies Yorkshire Multi Academy Trust, a growing Trust consisting of 6 schools. Here at Crossley Hall, our team of dedicated teachers bring our curriculum to life, in line with our school values of inclusion, **aspiration** and **happiness**.

To us these values mean:

- **Aspiration** – being full of hope for something better and working hard to make it happen.
- **Inclusion** – we value diversity; everyone feels safe and has a sense of belonging.
- **Happiness** – being curious, being respectful and having confidence = happiness

Reading, writing and maths are taught using evidence-based principles such as 'White Rose Maths' and Read Write Inc. Our approach to teaching the wider curriculum uses our 'Bradford roots' as the underpinning starting point. We complement our classroom-based learning with lots of additional experiences to promote both academic achievement and **wellbeing**. Every year, each year group has the opportunity to visit three or more places to enhance their learning experiences. We believe all our children are included in all external visits so that they can experience the world beyond Bradford and aspire to be whatever they want to be.

The behaviour of our pupils is good because we build **positive relationships** based on mutual respect- everyone is expected to be kind, polite and hard working. As a school, we actively promote diversity, tolerance and respect for people of all faiths and backgrounds, and there is a real sense of harmony and dedication from staff and pupils alike. Our pupils love coming to school! We enjoy celebrating each other's successes in our weekly 'Celebration Assembly' which parents enjoy attending too.

Mental Health and Wellbeing are central to what we do here at Crossley Hall Primary School. Members of our SLT are trained Youth Mental Health First Aiders. We also actively support the wellbeing of our staff; two members of our staff are trained as Mental Health First Aiders and can provide support/advice to our staff.

Not only do we have **enthusiastic**, well-behaved pupils, we also have a talented team of motivated and dedicated professionals, who, along with the leadership team, are united in the strong sense of ambition for the school. Our team of Support Staff are confident and highly skilled. **Our inclusive ethos** resonates throughout the school, and we are proud to cater fully for our children with additional needs. Our Resourced Provision for children with Communication and Interaction Needs (including Autism) work closely and collaboratively with the rest of the school.

Finally, please be rest assured that we take the Professional Development of all staff seriously. We listen to our staff's needs and develop bespoke CPD opportunities across the year. We strongly advise you to come and visit and find out more!

**Eleanor Monnery**  
**Headteacher, Crossley Hall Primary School**





# EMPLOYEE BENEFITS

## WHAT WE OFFER

- Holistic Employee Assistance Programme: We provide comprehensive support through our Employee Assistance Programme (EAP), offering various services to help staff manage personal and work-related challenges. Services include:
  - Counselling Services
  - Mindfulness Services
  - Weight Management
  - Physiotherapy
  - GP Helpline
  - Cancer & Chronic Illness Support
  - Menopause Support
  - Nurse Support
  - Whole School & Leadership Support
  - Private Medical Operations
- A robust People and Culture strategy encompassing wellbeing and workload charters - please see the website for further details
- A full induction programme offering a welcoming, friendly and outstanding network of support
- Excellent opportunities for personal and career development within the Trust
- Effective, supportive and dynamic leadership
- If applicable, automatic enrolment into the national Teacher Pension Scheme with generous employer contribution rates
- If applicable, automatic enrolment into an increasingly rare Local Government Pension Scheme for support staff with generous employer contribution rates
- Flexible family policies available from day one
- Enhanced occupational benefits available (such as maternity, adoption and parental leave)
- Generous holiday allowance plus bank holidays (this increases with length of service and entitlement is based on grade and continuous service)
- A range of working patterns are available depending upon the role
- We are a wellbeing employer with dedicated wellbeing policies and practices
- We demonstrate we are morally committed to achieving true diversity throughout our whole organisation
- A shared ambition to provide outstanding education for our pupils
- A close knit trust which works together to recognise its social responsibility taking part in local charity and cultural activities







## WHY JOIN US?

Pennine Academies Yorkshire was formed to bring clear, tangible and inspiring benefits to children, families, carers and all staff. We have expanded from three founding schools to a family of seven schools.

### SO WHY WOULD YOU JOIN PENNINE?



1

#### WE PROVIDE HIGH QUALITY GOVERNANCE

The Board of Trustees are highly effective, transparent and are a skilled group of professionals who work with the executive team to set the vision and values. They hold the executive team to firm account and delegate the correct duties to scrutiny committees without giving their responsibility for standards away.

2

#### WE HAVE A PROVEN ABILITY TO PERFORM AND IMPROVE SCHOOLS

All schools in the Trust are high performing and understand good teaching and learning. We work effectively with one another across networks to raise standards and improve outcomes for pupils. We have a highly-skilled school improvement team that spans the Trust, who meet regularly to plan collaborative work, challenging and supporting each other in equal measure.

3

### **PENNINE VALUES AND DEVELOPS LEADERSHIP AT ALL LEVELS**

Pennine Academies Yorkshire has ethical leadership at its core. As such the Trust provides key non-negotiables for its staff, which are an expectation whichever site you are working at:

- Be employed professionally, with equity and equality
- To be able to access flexible working arrangements when circumstances change
- To work in a safe environment and to be treated with respect
- To be developed professionally
- To have a reasonable work-life balance
- To have the opportunity to have career pathways opened
- To contribute to the strategic vision for the Trust and school

4

### **WHY WOULDN'T YOU WANT TO BE PART OF SOMETHING BIGGER?**

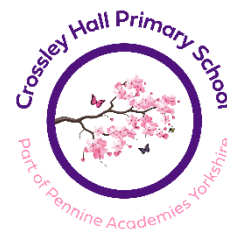
At Pennine we want to put in place all the advantages of being part of a bigger organisation without losing any of the character of the individual schools. Each school has a great deal of autonomy and freedom to make changes designing their own curriculums, pedagogy and ethos - this means they all have a part to play in developing the Trust.

5

### **TO IMPROVE OUTCOMES FOR PUPILS WITHIN THE SYSTEM**

It's not just about what our Trust can offer you. What can you offer to the Trust? We need great support staff, great teachers and great leaders - all with a great mindset!

# SEN ADMIN ASSISTANT MATERNITY COVER JANUARY 2026



Crossley Hall Primary School | T 01274 488703

**Headteacher:** Eleanor Monnery

## CLOSING DATE:

Monday 12<sup>th</sup> January 2026 at 9.00am

## INTERVIEWS:

Friday 16<sup>th</sup> January 2026

**Band 8 SCP 17-22 – Actual £26,120 - £28,374**  
**Maternity Cover - 37 hours per week, TTO**

Are you keen to work in a large, vibrant, energetic primary school?  
Are you passionate about inclusion and equality of opportunity for all pupils?

We are looking for an SEN Administrator to join our team from January 2026.

**As a SEN Administrator at Crossley Hall Primary School, we will offer you:**

- ✓ Enthusiastic staff who strive to give the children the best opportunities
- ✓ A positive and thriving working environment
- ✓ A supportive leadership team

Pennine Academies Yorkshire Trust is committed to safeguarding and promoting the welfare of young people and we expect all staff to share this commitment. All posts are subject to the safer recruitment process including an enhanced Disclosure and Barring Service Check. The post includes engaging in regulated activity with children and young people. It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children

Please see our website <https://crossleyhallprimary.co.uk/> to view our Safeguarding Policy.

Shortlisted applicants will need to provide evidence of their eligibility to work in the UK.

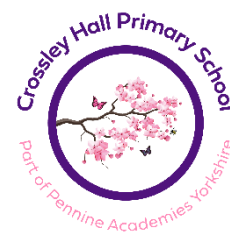
Visits to the school are warmly welcomed by arrangement. Please contact the Operations Manager to arrange an appointment or to ask for further information on 07741 164878 or [e.jarockyj@chps.paymat.org](mailto:e.jarockyj@chps.paymat.org)

## What Ofsted say (May 2023)

" Staff have equally high expectations of pupils' learning. This includes the youngest children. Pupils in all key stages achieve well."



# JOB DESCRIPTION



**JOB TITLE/POST:**

**SEN ADMINISTRATOR**

**SALARY:**

**BAND 8 SCP 17-22**

**RESPONSIBLE TO:**

**SENIOR LEADERSHIP TEAM (SLT)**

**DATE:**

**JANUARY 2026**

## GENERIC INTRODUCTION:

The following information is furnished to assist staff joining the School to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

- Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
- Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
- Pennine Academies Yorkshire is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
- Pennine Academies Yorkshire is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.





## **PRIME OBJECTIVES OF THE POST:**

- To provide routine general clerical and administrative support to the school.
- Responsible to the Operations Manager & SENCO who will provide formal supervision and who will allocate work when necessary. However, much of the work is self-generating, and the post holder will be expected to work within established procedures and guidelines and to prioritise day-to-day work.
- You may from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

## **KNOWLEDGE AND SKILLS:**

(See Personnel Specification)

## **RANGE OF DUTIES INCLUDE:**

- Undertake reception duties, answering telephone calls and face-to-face enquiries and signing in visitors
- Assist with pupil first aid/welfare duties, looking after unwell pupils, liaising with parents/staff etc.
- Assisting with arrangements for visits by school nurse and other external agencies.
- Preparing refreshments and clearing away.
- Liaising with Parents to book meetings in accordance with the SENCO and external agencies
- Provide routine clerical support e.g., photocopying, filing, emailing, complete routine forms, sort and distribute mail
- Maintain manual and computerised records/management information systems
- Undertake typing, word-processing and other IT based tasks
- Undertake routine administration e.g. registers/school meals/ParentPay/Arbor
- Maintain and collate pupil SEND & Medical reports
- Minute taking at SEND related meetings
- Data inputting of computerised records/management information systems.
- Operate office equipment e.g., photocopier, computer
- Arrange orderly and secure storage of supplies
- To abide by the internet acceptable use policy

## **KNOWLEDGE, SKILLS AND APTITUDES:**

(See Personnel Specification)

## **EFFORT DEMANDS:**

- Will contribute to the overall ethos/work/aims of the school.
- Will appreciate and support the role of other professionals.
- Be vigilant and sensitive to any child protection/safeguarding concerns that arise, reporting any concerns to the Designated Safeguarding Leads in line with school policy and procedure.
- Will deal with any issues, immediate problems or emergencies that arise in line with school policies and procedures liaising with colleagues where necessary e.g. dealing with a sick, injured or distressed child.

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## **RESPONSIBILITIES**

- To 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.
- To be aware of and support differences and ensure equal opportunities for all.
- To contribute to the overall ethos/work/aims of the school.
- To appreciate and support the role of other professionals
- To attend and participate in relevant meetings as required.
- To participate in training and other learning activities and performance development as required.
- To support, uphold and contribute to the development of the Council's Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community
- To support the office with admissions for nursery and main school
- To use initiative and take on processes and procedures independently

## **HEALTH, SAFETY AND DISCIPLINE:**

- To ensure a safe, secure and healthy environment for pupils
- To actively encourage good practice with regard to punctuality and behaviour.

## **COMMUNICATION:**

- To communicate with parents and carers over pupils' progress and participate in meetings, parents' evenings and whole school training events.

## **WORKING WITH COLLEAGUES AND OTHER RELEVANT PROFESSIONALS:**

- To liaise with other professionals, such as nurses, educational psychologists, education welfare officers etc.



## ENVIRONMENTAL DEMANDS/WORKING CONDITIONS:

- Will have long periods of sitting or standing.
- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- Will have contact with members of the public/other professionals e.g., teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
- Report all concerns to an appropriate person.

## SPECIAL CONDITIONS OF SERVICE:

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

## OTHER CONSIDERATIONS

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g., access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.







# PERSONNEL SPECIFICATION



## ESSENTIAL CRITERIA

- Experience of working in an office environment
- GCSE English & Maths Grade C or above or equivalent

## JOB SPECIFIC EVIDENCE:

### EXPERIENCE

- Excellent telephone manner
- Excellent organisational skills
- Ability to use own initiative and multitask
- Ability to fulfil spoken aspects of the role with confidence
- Experience of processes i.e EHC requests
- Experience of minute taking
- Experience in all ICT packages including Microsoft Office software, Arbor
- Experience of working in a school office
- Experience of development, management and operation of administrative processes

### QUALIFICATIONS

- Willing to undertake First Aid Training
- Willing to undertake training as required and assist in training colleagues

### KNOWLEDGE/SKILLS

- Work constructively as part of a team
- Knowledge and understanding of dealing with people
- Ability to work under pressure and meet conflicting demands within deadlines
- Ability to communicate effectively at all levels
- Professional and customer service orientated
- Demonstrate good cooperative, interpersonal and effective listening skills
- Flexible and willingness to accept change
- Approachable, courteous and able to present a positive image of the school
- Maintain confidentiality and discretion in matters relating to the school, its pupils, parents and carers.
- Ability to use relevant technology including keyboard/computer skills (after training) if required

**PERSONAL CIRCUMSTANCES:**

- Flexible in terms of working evenings on occasion in line with school calendar.
- Must be legally entitled to work in the UK (Asylum and Immigration Act 1996)
- Will not require holiday leave during term time
- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required)
- Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2012.
- Ability to cope with requirements of the post, which may include working with pupils who have emotional and behavioural difficulties or physical difficulties.
- For posts working with pupils who have physical difficulties, it may be an unavoidable core component of the job for the post holder to be capable of lifting and carrying pupils, within school policies and practices and training.





**Pennine Academies Yorkshire**

Farnham Primary School,  
Stratford Road  
Bradford  
BD7 3HU

T 01274 271164

E [contactus@paymat.org](mailto:contactus@paymat.org)

[WWW.PAYMAT.ORG](http://WWW.PAYMAT.ORG)

