

"Love one another as Jesus loved us" (John 13 v 34-35)

LANCASHIRE COUNTY COUNCIL



St. John's C.E. (VA) School Cliviger

'Learn, Pray, Care & Play'

Our church school through its Christian values and caring community seeks to inspire each individual to achieve and grow.

Location

St. John's C.E. (VA) Primary School, Cliviger
Burnley Road, Cliviger, Burnley BB10 4SU

Tel: 01282-421395

School website: www.stjohnscliviger.co.uk

Facebook account: @Cliviger Primary School

Summary

Job advert for a Office Admin and Pastoral Worker
School Admin 2 Grade 4

8:30am – 3:30pm = 24 hours (Tuesday to Friday each week during term time).

Require – 1st September 2026

Purpose of the Job:

This is a new and unique role which the governors are keen to create to support our children and families at Cliviger. The Governing Body are aware that fostering strong relationships with our school community benefits everyone. This role would also be supporting the school administrator in the school office. The appointed person would work four days a week and balance their work with office duties and pastoral work. It is a role which would be developed with senior leaders in school. It is exciting to be able to offer this to our school family.

The school is in a village location set in the beautiful surroundings of the Cliviger Gorge on the boundaries of Lancashire and Yorkshire. We are right next door to the historic Georgian church of St. John the Divine with which we have strong links assisting us to maintain a firm Christian ethos. We are proud of our happy, friendly, welcoming atmosphere which is frequently commented on by visitors. Our

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hardworking staff are a talented and committed team and our pupils are well behaved and motivated. We have a supportive Governing Body who work closely with the Headteacher and staff to deliver quality education and provide good resources. The Church Home and School Association, our Parents' Association, always give support to the work of the school, and as the title suggests, is also considered as a part of our parish church.

Governors are keen to appoint a person with enthusiasm and commitment to the highest standards, to work in this happy school and maintain and further develop its excellence. Our school had its OFSTED inspection in January 2023 and were graded GOOD and we also had our SIAMS (Church Inspection) in February 2019 where we were graded EXCELLENT.

We offer:

- A positive, caring and inclusive ethos.
- Happy children who love to play.
- A dedicated and nurturing staff team.
- A beautiful working environment.
- A commitment to outdoor learning.
- Staff who support each other and our families.

We require someone with these essential attributes/experience:

- A commitment to our positive, inclusive and creative ethos.
- Good organisation and the ability to prioritise their work.
- Good communication skills to be used within school and beyond when dealing with our parents and outside agencies.
- A solid understanding of the principles of child development.
- The ability to support, include and nurture pupils who have additional needs.
- A dynamic and energetic personality with a 'can do' attitude.
- An understanding and experience of Special Educational Needs and Disabilities /Pupil Premium.

Please ring and ask to speak to the Headteacher, Mrs Healey if you would like to discuss any further details. Visits to our school are strongly recommended and will be on 3rd June at 1:30pm, 5th June at 1:30pm, 10th June at 10:30pm or 15th June at 1:30pm. Please contact the school office and speak to Jess, our school bursar, to book a place.

Please note in line with Keeping Children Safe in Education 2025, an online search will be carried out as part of our due diligence on shortlisted candidates.

Please note CVs are not accepted, to apply for this vacancy you need to complete the application form.

Proposed Interview Date:

Friday 3rd July 2026

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