



West Lancashire Community High School

School Lane

Skelmersdale

WN8 8EH

Tel: 01695 721487

E mail: office@westlancls.lancs.sch.uk

Website: www.westlancls.lancs.sch.uk

Headteacher: Mr. L.Fazackerley BSc, PGCE, NPQH

School Business Support Officer/ Receptionist

Required: As soon as possible (to be negotiated with successful candidate)

Salary: Grade 5, SCP 6-11 (£25,989 - £28,142)

Hours: Term time only (37hrs per week)

The Governing Body and Headteacher of West Lancashire Community High School are currently inviting applications for a Business Support Officer to join our enthusiastic team, committed to providing excellent education for our SEND students.

This post will primarily consist of working on the front reception desk as the first point of contact, answering the phone, dealing with enquiries and welcoming visitors in to our school along with other various administrative tasks.

The successful candidate should ideally be:

- Experienced in an administration environment
- Flexible, motivated and energetic
- Effective in working as part of a team
- Have a positive, calm attitude
- Very well organised and hard working
- Good time management skills
- An effective communicator
- Have excellent interpersonal skills
- Confidentiality
- Have a great sense of humour

West Lancashire Community High School is a place of high expectations where everyone is challenged and supported to flourish and fulfil their aspirations. We are a vibrant generic learning difficulties school, our students all have an Education Health and Care Plan. We currently have 175 students on roll, aged between 11 and 19 years.

Potential applicants are welcome to visit to the school. For further information please contact the School Business and Premises Manager, Darby Harrison on 01695 721487 or via email business.manager@westlancls.lancs.sch.uk to arrange a convenient date/time.

This is an exciting opportunity for a committed and high-quality person wishing to join an extremely effective and supportive team, and to contribute to the ongoing growth of West Lancashire Community High School as the school continues to flourish and work towards our aim of becoming a Centre of Excellence.

Closing date for applications: **Friday 18th September 2026 at 9.00 am**

Completed applications should be returned to the School Business and Premises Manager:
business.manager@westlancls.lancs.sch.uk