

The Trustees are looking to recruit to the post of

Business Administrator

Hollinwood Academy

NJC scale points 7 - 11

£27,274 - £29,071 (Full time / Full year salary)

36 hours 40 minutes per week/ Full Year

Required as soon as possible

Hollinwood Academy is part of the New Bridge Multi Academy Trust. Hollinwood Academy provides a broad and balanced curriculum that enables children and young people from reception to Key Stage 4 to access creative learning opportunities tailored to meet their individual needs. We have worked hard to continue to be at the forefront of successful, innovative curriculum design, with overall breadth and balance, which provides children and young people with Autism Spectrum Condition (ASC) and speech, language, and communication difficulties their full entitlement. As a result, the young people benefit from excellent opportunities in all aspects of our curriculum to achieve and improve their academic achievement, social skills, communication skills, knowledge, understanding, well-being, and physical development.

We invite applications to join our team at Hollinwood Academy. We currently have a vacancy for a Business Administrator to join our Hollinwood Academy team based in Hollinwood, Oldham.

The successful candidate will be able to demonstrate:

- Experience of working within a school in an administrative/business support capacity
- Experience of using a range of computer packages for word processing, spreadsheets, databases, emails and researching information
- Experience of undertaking a wide range of office-based administration and clerical tasks
- Experience of undertaking reception duties and providing high levels of customer care
- Experience of team-working to work effectively with others and meet deadlines and goals
- Organisational skills to work under pressure to complete tasks to deadlines, re-prioritising own workload if necessary
- Communication skills to deliver polite, courteous and efficient customer service, in person and over the telephone
- Written communication skills to take accurate messages, passing them on to others and to take accurate minutes
- A hard working, organised and proactive approach to their personal and professional development
- Responsible for placing orders with suppliers ensuring best value for services and supplies, ensuring that the necessary consent is received from the budget holder.
- To support the school in all financial arrangements of the school's facilities including lettings, extra-curricular activities, dinner monies and trips.

Although based initially at our Roman Road site, all staff are employed by the MAT and are expected to work at any site within the New Bridge Group.

We are fully committed to safeguarding and promoting the welfare of children, and vulnerable adults and we expect all staff and volunteers to share the same commitment.

This post will be subject to a number of pre-employment checks including an enhanced DBS check, satisfactory references and proof of right to work in the UK in accordance with the Asylum and Immigration Act 1996. It will be exempt from the provisions of the Rehabilitation of Offenders Act 1974. DBS Code of Practice which can be viewed [here](#).

For successful candidates, an online search will be carried out as part of our due-diligence in line with Keeping Children Safe in Education 2023

We strive to create a fair and inclusive workplace that is as diverse as the communities we serve. We positively welcome applications from all candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy, and maternity, race, religion or belief, sex and sexual orientation.

Salary: NJC pts 7 – 11: £27,274 - £29,071 (Full time / Full year salary)

Contracted hours: 36 hours 40 minutes per week/ Full year

Based: Initially at Hollinwood Academy, Roman Road, Hollinwood

Closing Date: Friday 2nd October 2026 (9am)

Interview date: Week commencing 12th October 2026

Further information: Tania Tushingham, School Business Manager –

ttushingham@newbridgegroup.org

Completed application forms to recruitment@newbridgegroup.org