

The Trustees are looking to recruit to the post of

Business Administrator (Maternity Cover) **Thomas Ashton School**

NJC point 7-11 - £27,274 to £29,071 per annum (full time/ full year)

Actual Salary pro rata: £20,678 to £22,042 per annum

32.5 hrs per week - 195 days (Term Time plus 5 days)

Commencing as soon as possible

New Bridge Multi-Academy Trust is a vibrant, aspirational and inclusive multi-academy trust of eight special schools and two specialist post-16 provisions across Oldham, Tameside and Rochdale. As part of the wider New Bridge Group there are also two post-19 provisions. Our settings support a wide spectrum of needs from age 4–19 and beyond. The Trust is proud to be national leaders in Special Education and has a culture of creating outstanding opportunities for all.

At the heart of our approach is unconditional positive regard—the belief that every child deserves dignity, consistency, safety and an adult who will remain alongside them, even in their most challenging moments. At every level, you will model a relational, trauma-informed approach that prioritises learning, inclusion and emotional wellbeing.

We currently have a vacancy for an enthusiastic and efficient Business Administrator at Thomas Ashton Upper School. The school is a unique place where pupils aged 11-14 are nurtured and developed to encourage independence and skills for life. Their social, emotional and mental health needs are at the forefront of our work. We offer a joined up, topic-based curriculum which suits our learners' needs.

Due to the complex needs of our students, high levels of emotional and physical resilience are needed in dealing with challenging behaviour. However, the knowledge that our work is making a positive impact in helping the young people to grow and work towards independence brings great reward.

Responsible to the School Business Manager the post holder will typically have specific responsibilities for the administration of students and parent information and will undertake general clerical, administrative, financial and whole school organisational support responsibilities as required and commensurate with the post. (Please see job description and person specification for full details)

Experience in SEMH, alternative provision or similarly challenging contexts is highly valued, but above all we are looking for someone whose values align with our mission. This is not simply joining a school, it is helping create the next chapter of a specialist SEMH provision within the highly respected New Bridge MAT.

We offer:

- A values driven, relational culture
- High-quality CPD through the Trust's *Everyone Learning Team*
- Opportunities to influence practice beyond your own school
- A supportive leadership team who believe in thoughtful, ethical accountability
- Pension scheme, Trust TOIL scheme, HSF and wellbeing benefits

This role can be emotionally challenging, but it is also a highly rewarding and purpose driven opportunity to make a genuine difference within a dedicated administrative team.

New Bridge MAT is committed to safeguarding and promoting the welfare of children and applicants must have a commitment to safeguarding young people. This post is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references will be sought prior to interview.

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 Scale point 7-11: £27,274 to £29,071 per annum (full time equivalent)

Based: Thomas Ashton School (Upper) Bennett Street, Hyde SK14 4SS

Status: Fixed Term (Maternity Cover)

Commencing: As soon as possible

Hours of work: 32.5 hours per week (TTO) plus 5 days (195 days)

Closing Date: Monday 28th September (9am)

Interviews: W/c Monday 28th September

Further Information: David Butterworth – Head of School: David.butterworth@newbridgegroup.org

Completed application forms: recruitment@newbridgegroup.org