

The Trustees are looking to recruit to the post of
Business Administrator
New Bridge College, Oldham
NJC scale points 7 - 11
£27,274 - £29,071 (Full time / Full year salary)
Actual Salary: £23,925 - £25,501 per annum
36 hours 40 minutes per week/ Term Time plus 10 days (200 days)
Required as soon as possible

Part of the wider New Bridge Multi Academy Trust (MAT), New Bridge College is a 16-19 provision for students at New Bridge School which is a generic special needs school for pupils and students between the ages of 11 and 19 across four sites within Oldham.

The school has an Outstanding rated provision which caters for over 600 pupils with a wide range of SEND, from moderate learning difficulties to profound and multiple learning difficulties, including severe and complex learning difficulties. The school also caters for pupils with physical disabilities, multisensory impairments, visual impairments, hearing impairments and specific conditions including autism spectrum condition. All pupils have an EHC plan.

The Trustees are now looking to appoint an experienced business administrator to join the busy admin/reception office at our New Bridge College site in Oldham town centre.

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, MIS systems and researching information
- Experience of undertaking a wide range of office-based administration and clerical tasks including attendance, financial, debt recovery and EHCP processes
- 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
- Any other administrative duties in line with the office-based role

Although based at our college 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 Scale Points 7-11: £27,274 - £29,071 (Full time / Full year salary)

Actual salary range pro rata: £23,925 - £25,501 per annum

Contracted hours: 36 hours 40 minutes / Term Time plus 10 days (200 days)

Status: Permanent

Based: New Bridge College, 77 Union Street, Oldham, OL1 1JZ

Commencing: As soon as possible

Closing Date: Monday 5th October 2026 (9am)

Interviews: 13th October 2026

Further information: Joanne Latham - Administration Manager

jlatham@newbridgegroup.org

Completed application forms returned to: recruitment@newbridgegroup.org