

## Great Academy Ashton

Great Academy Ashton is part of Great Academies Education Trust  
To Teach Age Range: 11-16

### School Office Manager

Contract Type: Permanent  
Term Time Only + 10 days

Salary: Band 7, £30,559 - £32,654 (pro rata) Actual Salary: £27,200.67 - £29,065.44

Do you have a passion for ensuring young people have the best possible outcomes for life? Do you have the ability to inspire and motivate staff, have strong communication and interpersonal skills and a commitment to our school's GREAT values and to the school's mission? Are you looking for a school where you can develop your career, receive excellent work and career support and make a difference in the lives of young people? Look no further than Great Academy Ashton!

Great Academy Ashton, part of Great Academies Education Trust, is seeking a highly organised and articulate **School Office Manager** to join our team. At GAA, our mission is to metamorphosise the life chances of the young people from the community we serve and the position of **School Office Manager** is pivotal in delivering this aim. We do this by giving our students the best outcomes, the best experiences and the greatest of participation and celebration so that they will achieve in line with the best students in our country.

We are looking for a committed individual who shares our values of Genuine, Respect, Excellence, Achievement, and Togetherness (GREAT) and who can help us deliver on our mission. At GAA, we value our staff and are committed to providing a supportive and inclusive work environment. Here are just some of the benefits you can expect when you join our team:

- Extensive CPD, including paid memberships of appropriate professional bodies.
- Free health protection: we understand the importance of health and wellbeing, which is why we offer free health protection to all staff, including free NHS health checks, yearly flu vaccinations and membership of Westfield Health which includes a cashback scheme and Employee Assistant programme as part of the wider benefits they offer.
- Cycle to work scheme: We encourage sustainable transportation options by offering a cycle to work scheme.
- Committed to supporting the well-being of our workforce, we are part of the DfE Workforce Wellbeing Charter, GAET have expanded this creating our own Wellbeing Charter. We have an Assistant Principal with a strategic lead for staff well-being.

At GAA, we believe that happy and supported staff leads to better outcomes for our students. If you are passionate about inclusive education and transforming the lives of young people then join our team and experience the benefits of working in a school and trust that values its staff and its community.

*Great Academy Ashton would consider flexible working arrangements for the fulfilment of this post. Great Academies Education Trust is committed to safeguarding the welfare of children and the successful candidate will be required to apply for an Enhanced Disclosure from the Disclosure and Barring Service.*

To make an application please visit:

<https://gaa.greatacademies.co.uk/academy-information/work-for-us/current-vacancies/>

**Closing date for applications: Sunday 1<sup>st</sup> June 2025**