

**ADMINISTRATIVE ASSISTANT (Data & Cover)**

**CROMPTON HOUSE CHURCH OF ENGLAND SCHOOL**

Salary: £21,968 - £24,054 FTE (pay award pending)

**Actual Salary £12,682- £13,886 pa**

Salary Grade: Grade 3

Hours: 25 hours per week, Term Time Only plus 3 days

Location: Rochdale Road, Shaw, Oldham, OL2 7HS

Start date: As soon as possible

An exciting opportunity has arisen to work within this busy and vibrant office within school. In this role you will work collaboratively with internal colleagues and external supply agencies to secure cover arrangements as required in the event of absent teaching staff. You will also work with the Data Administration Teams providing comprehensive administrative support.

If you are a reliable and highly organised individual who can multi-task with a professional and friendly disposition and you are resilient, driven, determined, and ambitious, please get in touch.

In return, we can offer:

* A supportive and inclusive staff environment.
* Opportunities for career development
* Enrolment in the Local Government Pension Scheme
* Onsite parking
* Cycle to Work Scheme
* Employee Assistance Programme – access to a 24-hour advice line offering support on a range of life and work, money, and family issues

Working at Crompton House School is stimulating, challenging and fun. Life here is always varied, never dull and infinitely interesting because our students are highly independent learners and very enthusiastic and willing participants in learning activities.

This helps the staff to be passionate about everything they do and there is a great sense of community. There are plenty of opportunities to get involved in school life beyond the curriculum and within the wider community.

Founded in 1926, Crompton House is an 11 – 18 co-educational Church of England comprehensive school and sixth form with Multi Academy Trust status. Our Multi Academy Trust includes Beal Vale Primary School and is a thriving, diverse and proud community with the vison to allow all children to experience ‘ life in all its fullness’.

Located in pleasant and spacious grounds in Oldham, northeast of Manchester, Crompton House has around 1700 students and has seen recent investment in a state-of-the-art teaching block, as well as new technology, science, art, design technology, food, and sporting facilities. We are a school with a rich heritage and inclusive Christian ethos, setting high standards and expectations for all our students. Our school has a full and varied curriculum; progress and achievement are excellent, with 81% of students achieving grade 4 or above in English and Maths in 2022.

 What Ofsted says about Crompton House: “*Pupil’s attainment in their GCSE examinations continues to be above the national average. Pupils enjoy coming to school. They like their teachers and work hard for them. They enjoy the wide range of extra-curricular activities that are available to them, and participation is high. Parents and carers are very positive about the school. They feel that leaders ensure that their children are safe and make good progress”*

Crompton House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of this commitment each successful applicant will be subject to an enhanced Disclosure and Barring Service check along with other relevant employment checks.

The school will carry out an online search as part of their due diligence for all shortlisted candidates in line with Keeping Children Safe in Education 2022 (para 220).

**Please note:** Due to safer recruitment requirements, we cannot accept CVs. Please use the application form that accompanies this advertisement.

Application forms should be posted to: Lindsey Clark at the above address or emailed to [l.clark@cromptonhouse.org](mailto:l.clark@cromptonhouse.org)

**Closing Date for applications:** 25th August 2023 – Noon

**Interview Date:**  w/c 4th September 2023