



DEAN TRUST Rose Bridge

Holt Street, Wigan, WN1 3HD
Executive Headteacher – Mr J Haseldine

Dean Trust Rose Bridge is seeking to appoint:

Administration Assistant

Grade 4, Inclusive of Scale Points 5 – 8 (£19,312 – £20,493)

37 hours per week, Monday – Friday

Post starts: February 2021

Full Time/Permanent

Dear Applicant

The Dean Trust is looking for exceptional people to join its team in our **Dean Trust Rose Bridge** school. The Dean Trust has a number of high performing schools and a proven track record of sustained improvement. The Dean Trust's core values include traditional academic education, excellent discipline and respect, resulting in improved attainment and progress. "Believe, Achieve, Succeed" has been embraced by all of the schools in The Dean Trust.

The Governing body is now seeking to appoint an **Administration Assistant**, following a review of our growth and curriculum needs. This post offers an excellent opportunity for candidates with a vision to inspire pupils in a 21st Century Learning environment.

As an Administration Assistant, you will be part of a friendly and dedicated department. Staff hold high expectations for all pupils and work tirelessly to raise attainment and achievement.

Please find below a job description and person specification.

Method of Application

The preferred method of application is electronically via email to office@deantrustrosebridge.co.uk. All applications must be made using The Dean Trust's application form. Applications will be shortlisted for interview and the HR Department will contact those applicants who are selected.

We are highly committed to safeguarding and promoting the welfare of all pupils and we expect all our staff to share this commitment. Enhanced DBS vetting procedures are required for all posts. Application forms and further information are available from our website <https://www.thedeantrust.co.uk/recruitment/>.

Closing Date: 25th January 2021.

Interview dates: TBC

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to an enhanced Disclosure and Barring check and Disqualification Declaration.