**The Ascent Academies’ Trust**  ****

## Portland Academy

**Weymouth Road**

**Sunderland**

**SR3 2NQ**

**Tel: (0191) 553 6050**

**Fax: (0191) 553 6048**

**Email: info@ascenttrust.org**

**Web: www.ascenttrust.org**

The Ascent Academies’ Trust is a partnership of five special academies in the North East, which aims to develop special needs provision across the region.

**Post: Business Support Staff**

**Grade Grade C: PT11 – PT13: £12853 - £13473 (actual salary)**

**Hours 37 hours per week, Term time only (39 weeks)**

We are seeking to appoint an enthusiastic and highly motivated Business Support Staff, to work in a fast moving and challenging environment. The successful candidate will be appointed to the Ascent Academies Trust and will work across all the academies within the Trust as required. Post holders will undertake financial/ administrative/ HR duties as necessary, under the direction of the Corporate Business Manager. They will be efficient, well-organised, have excellent communication skills and recent experience of using computerised systems. Candidates will possess a minimum of GCSE A\*-C or equivalent in Maths and English.

The Trust is committed to safeguarding and promoting the welfare of children and young people with Special Needs and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a DBS check from the Disclosure and Barring Service.

An application form and further details can be obtained from our website [www.ascenttrust.org/#job-vacancies](http://www.ascenttrust.org/#job-vacancies) Completed applications should be returned to Louise Johnson, The Ascent Academies’ Trust, Portland Academy, Weymouth Road, Sunderland, SR3 2NQ or by email to HR@ascenttrust.org.

**Closing Date: Friday 2nd December at 12 noon**

**Interviews: Friday 9th December 2016**