**The Ascent Academies’ Trust**  ****

## Ash Trees Academy

**Bowes Road**

**Billingham**

**TS23 2BU**

**Tel: 0333 9991451**

The Ascent Academies’ Trust is a partnership of four special academies in the North East, which aims to develop special needs provision across the region. This post is based at Ash Trees Academy which caters for 150 special needs pupils aged 4-11. Ash Trees Academy was rated Good by Ofsted in October 2017.

**Post: Business Support Staff (Academy Lead)**

**Grade Grade F: PT21 – PT23: £17,361 - £18,335 (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 initially work in Ash Trees Academy but could work across any of the academies within the Trust as required. The principal responsibility of this role is to act as a lead for Business Support services within the academy ensuring that workload within the academy office is managed efficiently and effectively. The successful candidate will have 5 x GCSE A\*-C including Maths and English and experience of using a range of computer packages in a working environment. Candidates will also have proven experience of providing support and advice to other staff. Experience of using SIMS database is desirable.

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 ApplicationForm **and further information** canbedownloadedfromourwebsite[www.ascenttrust.org](https://amxprd0511.outlook.com/owa/redir.aspx?C=T1mG2__hrU6vKnBzj6aIweXyNtR83c8Ib600CuCICszP3FpyiCmlcNHC-mKk9Q63mQZP57YIi4k.&URL=http%3a%2f%2fwww.ascenttrust.org%2f). Completed applications are to be returned via email to [HR@ascenttrust.org](mailto:HR@ascenttrust.org) or direct to HR Department, Portland Academy, Weymouth Road, Sunderland SR3 2NQ. Candidates who have not been contacted by the interview date can assume they have been unsuccessful.

**Closing Date: Thursday 29th November 2018 at 12 noon**

**Interviews: Wednesday 12th December 2018**