



**THE BISHOP
FRASER TRUST**

A CHURCH OF ENGLAND MULTI ACADEMY TRUST



Canon Slade School

Business Operations Assistant

Grade D SCP 6 – 11 (£25,183 - £27,269) FTE

Actual Salary £14,945- £16,183

25 Hours Per Week (11am - 4pm)

Term Time Plus 10 Days

Permanent Contract

Required ASAP

Are you prepared to work collaboratively and openly for the benefit of young people?

If so, Canon Slade School would love to hear from you!

We are a very popular and successful Church of England Academy of 1,760 students (335 in the Sixth Form). Our students progress onto world-class universities and institutions to further study or gain apprenticeships and employment. Our aim is to fulfil individual potential and prepare pupils for life in a rapidly changing world by providing an excellent education within a Christian environment.

Canon Slade School is a member of the Bishop Fraser Trust, a C of E multi academy trust established in 2017. This is an exciting time to join us as it provides a great opportunity to work closely with the other three High Schools in the MAT - St James's C of E High School, Bolton St Catherine's Academy and Bury C of E High School; sharing good practice and building on our ongoing progress.

Main Duties:

- To provide professional, effective and efficient customer focused HR & financial administrative support services to all stakeholders
- To assist with the delivery of Business Operations in school and meet agreed quality and performance standards.

The successful candidate will be someone who:

- Is a great team player, friendly, professional and motivated to provide excellent customer service
- Has excellent administrative skills and attention to detail, willing and able to undertake a variety of tasks
- Has experience of previously working in an administrative role and of the use of a range of IT software and systems
- Demonstrates personal integrity, confidentiality and professionalism and role models those personal qualities we expect to see from our colleagues and our students
- Is able to work independently, under pressure and to deadlines
- Has excellent interpersonal and communication skills, able to form positive, professional and empathetic relationships with colleagues
- Has the ability and willingness to work flexibly to meet the demands of the role, including the ability to work at the other schools within the Trust if required

The working hours will be:

Monday – Friday 11.00am – 4.00pm

In return we can offer:

- A supportive and encouraging staff team
- A paid premium to a Healthcare Cash Plan to claim back contributions towards dental, optical and other medical costs
- 24/7 access to an Employee Assistance Programme
- Fantastic facilities

Application information:

For more information visit our website www.canon-slade.bolton.sch.uk or contact our Business Operations Team on 01204 333343 or by emailing HR@canon-slade.bolton.sch.uk

To apply please complete the attached **application form** and email to recruitment@thebishopfrasertrust.co.uk – please do not send CV's as they will not be considered.

The Bishop Fraser Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to child protection screening including an enhanced disclosure from the Disclosure and Barring Service and also past employment checks. We are an equal opportunities employer. References will be sought prior to interview.

Closing date: Monday 20th January 2025 @ 9.00am

Interviews: w/c 20th January 2025