



THE DEAN TRUST
Ashton on Mersey School

Chief Executive Officer: Mrs Jane O'Brien
Academies Director: Mr Andrew Shakos
Headteacher: Mr Lee McConaghie

Business Support Administrator & Cover Coordinator

Salary:	NJC Band 4 – SCP 12 – 17 FTE £28,598.00 - £31,022.00
Actual Salary:	Actual Salary £25,859.02 - £28,050.87
Start Date:	May 2026
Working Pattern:	Term time only, plus 2 weeks during school holidays (including 5 INSET days) Monday to Friday 8:00 am – 16:00
Contract:	1 Year Fixed Term/Maternity Cover
Location:	Office-based at Ashton on Mersey School

Benefits available at The Dean Trust

- [Local Government Pension Scheme – Greater Manchester Pension Fund](#)
- [24/7 access to an Employee Assistance Programme](#)
- [Cycle to work scheme](#) and gymnasium membership
- [Blue light High Street Benefits](#) and [Teacher Discounts](#)
- [Simplyhealth Cash Plan](#)
- Annual flu jabs
- Access to enhanced family friendly policies
- Preferential admission arrangements for children of colleagues

The Dean Trust is seeking to appoint Business Support Administrator & Cover Coordinator, we are seeking an organised and proactive individual to provide high-level administrative support within the Business Support Team. In this role, you will take lead responsibility for coordinating the school's daily cover arrangements and managing staffing logistics to ensure the smooth operation of the school day.

You will act as the primary contact of the Bromcom MIS, ensuring accurate scheduling, safeguarding of students, and effective communication with staff, leadership teams, and external stakeholders. This position is essential in maintaining teaching continuity and supporting the overall efficiency of school operations.

The school has:

- An ambitious co-produced curriculum at Key Stages 3 and 4 leading to a full A-Level and vocational qualification offer in Key Stage 5 at our thriving sixth form.
- A reputation for securing year on year examination results that are consistently strong.
- Modern, high-quality facilities with the latest technology solutions accessible to all staff and pupils and with sports facilities that rank alongside some of the best in the country.

Believe Achieve Succeed

Cecil Avenue Sale Cheshire M33 5BP

t: 0161 973 1179

e: thedeantrust@aom.trafford.sch.uk

w: www.thedeantrust.co.uk

Registered in England 8027943



- An exceptional character and personal development programme which involves a renowned provision of extra-curricular activity with specialism in Sport and Performing Arts.
- A dedicated group of teaching and support staff that lead excellent pastoral care in an inclusive school which maintains a traditional expectation with regards to standards of behaviour.
- Direct access to the [Believe Learning Institute](#) (The Dean Trust's centre for professional learning including leadership development), Turing NW Maths Hub and SCITT; all based on site.
- World class opportunities and partnerships forged with national and international partners including Manchester United Football Club with whom we have provided an educational package for youth players for over 25 years.

We are looking for an individual who possess:

- 5 GCSEs including 9 - 4 in English and Mathematics, or equivalent
- Experience of successfully working in a busy administration environment
- Experience of managing own workload, monitoring performance and ensuring optimum use of resources and systems available
- Experience of working autonomously and part of a team
- Experience of working in a school or similar environment
- Experience of producing accurate and timely reports
- Experience of using Bromcom, or similar MIS system
- Excellent working knowledge of Microsoft Office including Word, Excel and Outlook.
- Managing a diverse and varied workload, prioritising on a regular basis
- Ability to undertake further training and development as required
- Highly developed interpersonal and communication skills with the ability to communicate effectively at all levels
- Ability to develop professional relationships with staff, pupils and external stake holders
- Excellent organisational and administrative skills
- Ability to work under pressure to prioritise and meet deadlines
- Ability to handle confidential issues and materials sensitively and appropriately
- Ability to work meticulously with attention to detail
- Willingness and ability to work co-operatively as part of a team
- Self-motivated with the ability to work without direct supervision
- Flexibility and ability to cope with a wide range of tasks in a busy and changing environment
- Excellent time keeping

To apply for this vacancy please visit our recruitment page careers.thedeantrust.co.uk.
If you have any questions about the role or would like to book a place on a school tour as scheduled below, please contact Maxine Mills HR Assistant on 0161 973 1179 Option 6 or email MaxineMills@aom.trafford.sck.uk

- **Application closing date:** 08:00 am Monday 27th April 2026
- **Interviews:** TBC

Thank you again for your interest in working for [The Dean Trust](#). We look forward to hearing from you.

We are an Equal Opportunities employer committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from a diverse range of candidates including those from underrepresented groups, and/or with protected characteristics. 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 pre-employment safeguarding checks, including an enhanced Disclosure and Barring Check.



Candidate Brochure Business Support Administrator & Cover Coordinator



THE DEAN TRUST
Believe Achieve Succeed



Business Support Administrator & Cover Coordinator

Job Summary

SALARY:

NJC Band 4 – SCP 12 – 17

FTE £28,598.00 - £31,022.00

ACTUAL SALARY:

£25,859.02 - £28,050.87

START DATE:

May 2026

WORKING PATTERN:

Term – time plus 10 days
including INSET Days

CONTRACT:

Maternity Cover 1 year FTC

LOCATION:

Ashton on Mersey School

RESPONSIBLE FOR:

Business Support Administrator &
Cover Coordinator

ACCOUNTABLE TO:

Business Support Manager

We are seeking an organised and proactive individual to provide high-level administrative support within the Business Support Team. In this role, you will take lead responsibility for coordinating the school's daily cover arrangements and managing staffing logistics to ensure the smooth operation of the school day.

You will act as the primary contact of the Bromcom MIS, ensuring accurate scheduling, safeguarding of students, and effective communication with staff, leadership teams, and external stakeholders. This position is essential in maintaining teaching continuity and supporting the overall efficiency of school operations.

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Main Purpose of the Role

To provide high-level administrative support within the Business Support Team while managing the school's daily cover and staffing logistics. You will be the primary operator of the Bromcom MIS to ensure teaching continuity, student safety, and effective communication with all school stakeholders.

Key Responsibilities

Staffing & Cover Coordination

- Organise the daily deployment of internal teachers and supply staff to cover all absences (planned or unplanned) using the Bromcom (MIS) Cover Module
- Liaise with supply agencies to secure high-quality staff, ensuring "best value" for the school budget and maintaining professional external relationships
- Act as the first point of contact for guest staff, verifying all [KCSIE safeguarding clearances](#) and delivering health, safety, and IT inductions
- Approve supply timesheets and produce detailed absence and cover statistics for the Headteacher and SLT
- Ensure all staffing arrangements strictly adhere to national 'Rarely Cover' regulations.

Strategic School Administration

- Deliver comprehensive admin services under the Business Support Manager, including managing specific "project" activities
- Act as a power user for the Bromcom database, overseeing data entry, system maintenance, and retrieval of critical information
- Work with SLT to manage the master school diary, advise on off-timetable scheduling, and lead the admin for events like Open Mornings and Presentation Evenings
- Assist with the administration of Year 7 intake and coordinate the Year 10 Work Experience programme

Student & Pastoral Services

- Provide administrative support to the Pastoral team and to aid Heads of Year regarding student behaviour and follow-up actions, including direct parent contact
- Manage the daily school behaviour/detention system, ensuring parents are informed and staff logs are accurately maintained
- Oversee the creation and distribution of the Pupil Planner and Staff Handbook

Communications & Front-of-House

- Lead the production of the Headteacher's Weekly Newsletter and all formal parent/carer correspondence
- Provide expert cover for the Reception Desk and administrative team during absences
- Ensure all staff are notified of room changes or cover arrangements at the start of every school day

All employees have the responsibility to:

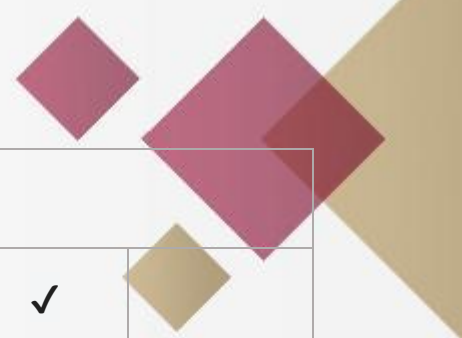
- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school's People Development Process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Executive Team and/or Headteacher

All post holders must comply with The Dean Trust professional standards. The job description will be reviewed as necessary and is subject to modification and amendment at any time after consultation with the post holder.

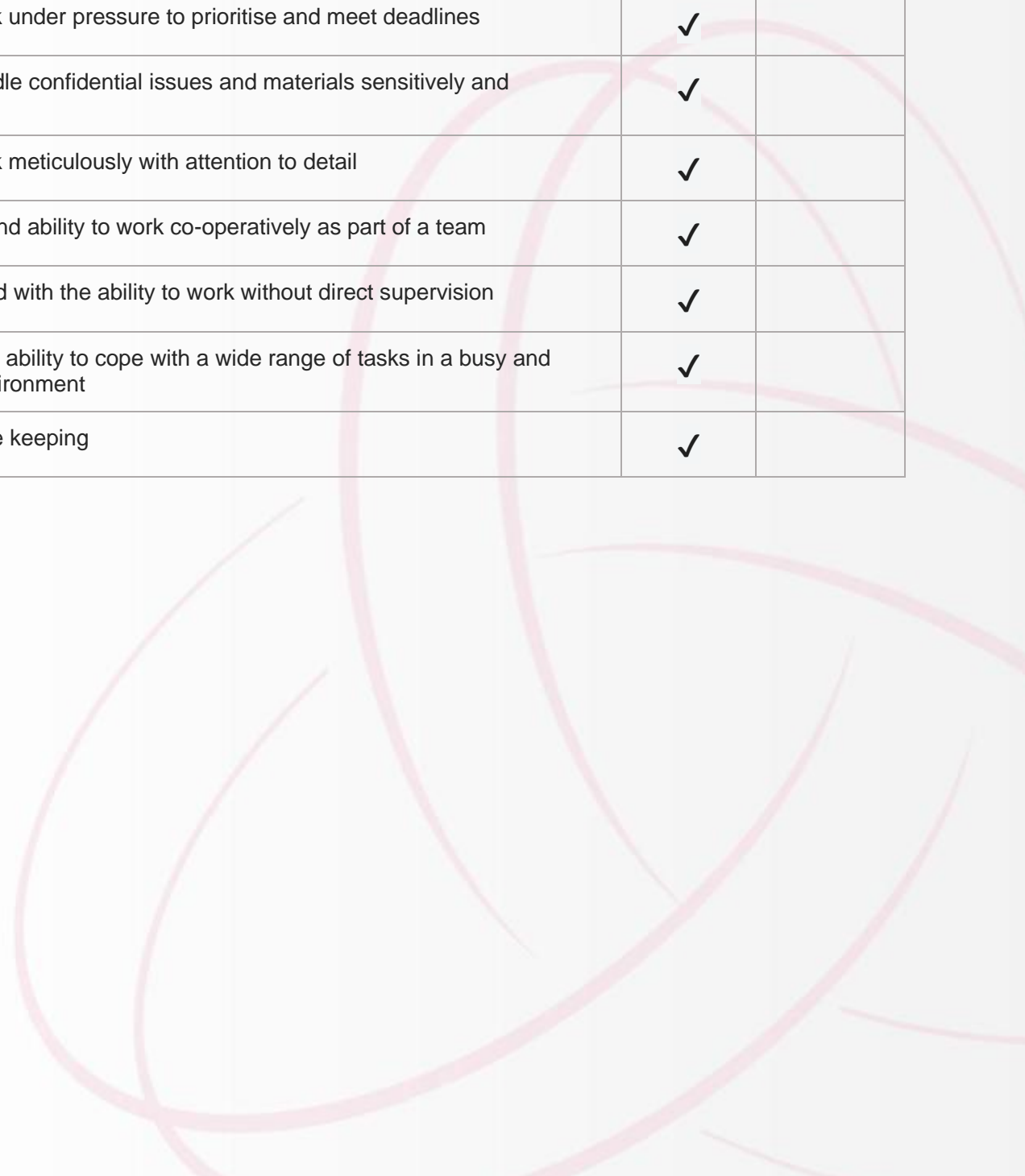
Whilst every effort has been made to explain the key responsibilities of this post, this job description is not intended to be exhaustive and every individual take undertaken may not be identified.

Personal Specification

	Essential	Desirable
Qualifications		
5 GCSEs including 9 - 4 in English and Mathematics, or equivalent	✓	
Ability to undertake further training and development as required		✓
Experience		
Experience of successfully working in a busy administration environment	✓	
Experience of managing own workload, monitoring performance and ensuring optimum use of resources and systems available	✓	
Experience of working autonomously and part of a team	✓	
Experience of working in a school or similar environment	✓	
Experience of producing accurate and timely reports	✓	
Experience of using Bromcom, or similar MIS system	✓	
Experience supporting examinations at an operational level		✓
Experience of managing cover		✓
Knowledge		
Excellent working knowledge of Microsoft Office including Word, Excel and Outlook.	✓	
Knowledge of examinations procedures		✓



Skills and abilities		
Managing a diverse and varied workload, prioritising on a regular basis	✓	
Ability to undertake further training and development as required	✓	
Highly developed interpersonal and communication skills with the ability to communicate effectively at all levels	✓	
Ability to develop professional relationships with staff, pupils and external stake holders	✓	
Excellent organisational and administrative skills	✓	
Ability to work under pressure to prioritise and meet deadlines	✓	
Ability to handle confidential issues and materials sensitively and appropriately	✓	
Ability to work meticulously with attention to detail	✓	
Willingness and ability to work co-operatively as part of a team	✓	
Self-motivated with the ability to work without direct supervision	✓	
Flexibility and ability to cope with a wide range of tasks in a busy and changing environment	✓	
Excellent time keeping	✓	



How to apply

If you would like to apply for this role
please apply through our online recruitment site which is
available via:

careers.thedeantrust.co.uk

Application Closing Date: 08:00 am Monday 27th April 2026

Any queries, please contact a member of the HR Team on 0161
973 1179 or MaxineMills@aom.trafford.sch.uk

