



Dear Applicant

Thank you for your interest in the post of PA to Headteacher and Senior Administration Officer at The Brian Clarke Church of England Academy (www.brian-clarke.org), a new 11-16 Free School which opened its doors to 240 Year 7 pupils in September 2022. We are currently preparing for our third year of intake.

This post at Brian Clarke is a wonderful opportunity to be part of a talented and committed staff that is growing a school from Year 7 up, supporting the development of its ethos and embedding this across the school community and having the added benefit of a brand-new building with all new facilities.

Our beautiful school is situated on an easily accessible, Oldham town centre site on Bloom Street. Our patron, Brian Clarke, has donated a large stained-glass window to the school which adorns the entrance hall, reflecting the multi-faith, multi-cultural nature of the school - shining light into and out of the building and into the community.

In brief we are looking for:

- An individual committed to ambition, excellence and community who will work with the staff body to drive the growth and development of The Brian Clarke CE Academy to become an outstanding provider for young people and a school where staff, who are committed and ambitious for young people, take pride in and enjoy their work.
- Someone who will work strategically with the Headteacher and Senior Leadership team to establish the long term vision, structures and systems for the operation of the school's administrative functions
- An individual who thrives on variety, can work flexibly and is able to balance the day to day with longer term tasks.
- Someone who will inspire the staff they work with and build strong relationships with our parents, carers and community partners.

Working for The Brian Clarke CE Academy means that you would be part of the Cranmer Education Trust, a successful, growing Trust which prides itself on looking after its people, offering a high level of support and access to expertise. This is an excellent time to join the team as we develop collaborative structures and systems to enhance and support our growing family of schools.

The school is part of the Cranmer Education Trust which is made up of primary and secondary schools across Oldham and Rochdale. The Trust also incorporates the East Manchester Teaching Hub, Manchester Nexus SCITT and the Kinder Languages Hub, which support the training and development of new and existing teachers across the North West of England.

For further details please visit: <https://careers.cranmereducationtrust.com/>.

Full details about the post and application form are available from:
<https://careers.cranmereducationtrust.com/vacancies>

If you would like to discuss the position further please contact Jordan Chadwick, Finance and Operations Manger via email at hr@brian-clarke.org to arrange a call.

We also strongly recommend a visit to the school or a discussion.

Closing date for applications: 09:00 on Monday 09 September 2024
Interviews: Friday 13 September 2024

Thank you for your interest. We look forward to hearing from you.

Yours faithfully



Allison Ash MA, NPQH
Headteacher