



THE DEAN TRUST  
Believe Achieve Succeed

**ASHTON ON MERSEY SCHOOL**  
Cecil Avenue, Sale, M33 5BP

**BUSINESS SUPPORT ADMINISTRATOR/RECEPTIONIST**

Salary – Band 3 Point 17-21 £17,772 - £20,138 per annum

36.25 hours per week, 8am – 4pm Monday to Friday

Full time including periods of school closure

25/30 day's holiday per year (depending on length of continuous service)

Local Government Pension Scheme – Greater Manchester Pension Fund

The school is a very popular and over-subscribed mixed 11-18 school situated in pleasant surroundings on the outskirts of Manchester. Ashton on Mersey School is part of The Dean Trust multi-academy and sponsor. The school enjoys a close partnership with Manchester United Football Club, its principal sponsor. Ashton on Mersey School has enjoyed five consecutive 'outstanding' Ofsted Reports.

Ashton on Mersey School was appointed as one of the first Teaching Schools in the country. The Dean Trust Teaching School, offers exceptional opportunities for Professional Development and Career Progression.

To this end we are seeking to appoint a suitably qualified and enthusiastic individual to join a very friendly and supportive department.

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**CLOSING DATE FOR APPLICATIONS:**  
**10am Tuesday 23<sup>rd</sup> January 2018**

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**For full job description, person specification and application form  
please visit <http://thedeantrust.co.uk/jobs/>**

*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 an Enhanced Disclosure and Barring check.*