



**‘The pupils embody their school motto of Learn Dream Achieve’
(Ofsted January 2025)**

Gold Winner Pearson Teaching Awards – ‘Secondary School of the Year 2023-24’

**2024 Progress 8 score + 0.86
2025 English/maths GCSE Grade 5+ 62%, 4+ 82%**

**DATA ADMINISTRATION ASSISTANT
Grade D points 6-11 (£16,625 to £18,002 actual salary)
27.5 hours per week, term time plus 6 days
(some of which must be worked during the summer break)**

Permanent post required as soon as possible

Do you want to be part of the Sharples’ success story?

Sharples School Multi-Academy Trust is an over-subscribed mixed comprehensive with over 1,200 pupils on roll, situated in the North of Bolton in pleasant surroundings. The school provides stimulating and innovative opportunities for learning, transforming the aspirations and educational outcomes for all students and the local community. After previously being graded Good in 2019, Sharples was judged as ‘significantly improved in all areas’ at its last inspection in January 2025.

Governors are seeking to appoint an experienced Administrator, to support the Data Manager and Senior Director of Subject (Data). The postholder will be responsible for a range of complex administrative tasks, thereby requiring excellent literacy and numeracy skills.

The successful candidate will have enhanced experience of using spreadsheets and formulas together with experience of management information systems and extraction of data. Attention to detail is vital to be successful in this role.

As a valued member of the Sharples family, you will have access to a range of generous employee benefits, including the Teachers Pension scheme, on-site staff car-parking, access to the ‘Vivup’ employee assistant programme and other wellbeing incentives and CPD opportunities.

To apply for this post, download the school application form which should be completed **in full** and **submitted with a letter of application** outlining how you meet the requirements of the post. This should be no more than two sides of A4, point 10, and send by e-mail to recruitment@sharplesschool.co.uk **no later than 9.00 am on Monday 10 November 2025** Interviews will be held on **Tuesday 18 November 2025**. Please note that CVs are not accepted. We are unable to offer Visa Sponsorship.

Sharples School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure from the disclosure and barring service. Please note that in line with Keeping Children Safe in Education 2023, an online search will be carried out as part of our due diligence on shortlisted candidates.

The school operates the local authority no smoking policy and is a no smoking site.