THE GRANGE ACADEMY

ASPIRE FOR EXCELLENCE

Office Manager

APPLICATION INFORMATION

Closing date: Monday 2nd November 2026 – 9.00am



Office Manager

JOB SUMMARY

SALARY: NJC Grade 5 Point 12 to 17

£29,542 to £32,046

START DATE:
As soon as possible

WORKING PATTERN:
Full Time, 37 hours per week

CONTRACT:
Permanent

We are seeking to appoint a highly organised and efficient Office Manager to lead the administrative team and ensure the smooth day-to-day running of the busy school office at The Grange Academy.

The successful candidate will play a key role in managing administrative processes, supporting staff and pupils and ensuring effective communication across the school community.

We pride ourselves on high expectations, a commitment to ensuring pupil progress and high-quality teaching and learning. You will share these values.

We can offer the successful candidate an opportunity to work with highly trained and supportive staff, as well as a whole school commitment to professional development, since we believe that staff development is a fundamental aspect in raising standards for our students. Our school community is also a highly rewarding place to work.

We are a school that believes that every student, regardless of their context or starting point, can and should achieve their full potential. If you believe that you have the motivation, belief and leadership quality to contribute to our future success, we would welcome an application from you.







Office Manager

JOB SUMMARY

A comprehensive programme of CPD supports colleagues at all career stages; through the Multi-Academy Trust we provide excellent career opportunities for our staff.

Colleagues seeking a varied, challenging and rewarding career can find this in the Wade Deacon family.

Application form and further details are available via the Trust website: https://www.wadedeacontrust.com/work-with-us/vacancies/

The Wade Deacon Trust is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. The post is exempt from the Rehabilitation of Offenders Act 1974, and is subject to an enhanced DBS check and satisfactory medical clearance.



PRINCIPAL'S **WELCOME**

Dear Applicant,

Thank you for your interest in this post at The Grange Academy. We are extremely proud of our school community and how students and staff work together in order to achieve the highest possible educational outcomes.

As an all-through school we cater for pupils aged 3-16 and create an exceptional learning environment that supports pupils to achieve their full potential.

Our aspiration for excellence, through instilling our core values and providing a range of opportunities, helps us to develop well-rounded students that are fully prepared for their life beyond The Grange Academy.

Pupils are proud to be part of this respectful community and are eager to live up to the high expectations that staff have for them. They enjoy the range of extra-curricular activities to further their talents and interests and the range of trips and visits on offer to them.

Staff, including those in the early stages of their careers, are extremely proud to work at The Grange Academy and are supported well by leaders.

This application pack is designed to help you decide whether or not you feel this school is one in which you would like to further your career by helping our pupils to raise their levels of attainment to enable them to achieve their life goals.

If you have questions, please do not hesitate to contact us and will endeavour to help and support you through the application process.

We work hard to ensure The Grange Academy remains a friendly and welcoming environment for all who work, study or visit and hope that you are the person we are looking for.

I look forward to receiving your application.



Mr Jardine
Executive Principal



ABOUT OUR **SCHOOL**

The school is unique as it is an all through school and has 1085 students. Our students range from 3 to 16 years and share a wonderful state-of-the-art learning environment where they are all provided with up-to-date learning experiences of the highest quality.

Relationships at the Grange Academy are strong. All students are offered the best support to ensure success in everything they do and staff and students alike fulfil our motto of 'Aspire for Excellence'. Our Vision is really simple; we want 'a community that works together to create an exceptional learning journey for all.' Our mission statement is; 'we aspire for excellence through instilling our core values and providing a range of opportunities to create well-rounded students that are fully prepared for their life beyond The Grange Academy.'

We believe that working within the trust offers us an exciting opportunity to work with other schools to fulfil our vision and mission. The learning culture we have created at The Grange Academy ensures that all within our community are continuing to develop skills, knowledge and understanding daily.

We strive for excellence by ensuring high standards and expectations are evident in all that we do. All staff make every effort to ensure that our students are happy and safe at school.

Attainment and achievement at The Grange Academy continue to improve across all phases of learning. The levels of progress made by many hard-working individual pupils are exceptional. Overall, we aim to offer life enhancing experiences that will ignite curiosity, build character and provide a platform for all our students to pursue their aspirations.

The Grange Academy is an all through school and increasingly secondary phase teachers have opportunities to teach their specialist subject in the primary phase. There is a strong culture of CIPD within the school and we make the most of internal CPD but also a wide range of external CPD through the Trust and nationally recognised programmes.



WHY WORK AT **THE GRANGE ACADEMY?**

Wade Deacon Trust

Wade Deacon Trust is a Multi-Academy Trust and approved DfE Academy sponsor. The Trust is focussed upon improving life chances for students and communities providing sustainable school improvements; and schools joining the Trust do so with the prime aim of improving each other so that they can all become outstanding schools.

School Site

In April 2013, following an extensive £38 million BSF building programme, the school moved into its brand-new state of the art facilities. The school was heavily involved in both the internal design and provision of high-quality external facilities. The school provides a 21st Century and exceptionally high-quality learning environment which enhances the teaching and learning of our students.

Community

The majority of the school intake is from Runcorn and is across the full range of abilities and socio-economic backgrounds. There is a strong community spirit linked to the school and we work with a number of community partners to strengthen the school's commitment in this area.

Runcorn

Runcorn forms one of the two main towns making up the unitary authority of Halton.

The town of Runcorn, with its excellent transport links, makes the major cities of Liverpool, Chester and Manchester easily accessible. The Wirral and North Wales are also within a reasonable travelling distance.

Further Information

Further information is available on the school and trust websites;

www.wadedeacontrust.com

www.thegrangeacademy.co.uk



A GREAT PLACE TO **LEARN**

HOW TO **APPLY**

Application Forms

If you are interested in this vacancy, please apply by completing the online application form. Your personal statement should address the following points:

- why you are interested in this post and how you have prepared yourself so far
- what contributions you feel you can make to students' development within our school
- any particular areas of strength and expertise you feel you may have

Our online application is available via the Trust website: https://www.wadedeacontrust.com.

Application Deadline

Applications should arrive in school by:

Monday 2nd November 2026 at 9.00am

Visiting

We welcome informal visits or discussions from all applicants before they apply. If you wish to do so, please contact hr@thegrangeacademy.co.uk to arrange an appointment.

Safeguarding

The Wade Deacon Trust is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check and satisfactory medical clearance.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020.

For further information on criminal record self-declaration please refer the guidance available on our website at http://www.wadedeacontrust.com/work-with-us/how-to-apply/criminal-records-sel/





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