

Information for Applicants



Receptionist and Admin Assistant

Application process

Please complete the application form through My New Term making sure to include a supporting statement. The application form should be completed in full. A CV is not required and should not be submitted as part of the application.

Your supporting statement should be no more than 2 sides of A4 (with a font size no smaller than 11) and should enhance your application by providing further information, matched to the person specification, about your suitability for the post. This should include evidence of the impact on student outcomes you have made in your career to date.

If you have any questions prior to application, please email recruitment@gwacademy.co.uk

Closing Date: Wednesday 26th August 2026

Interviews: Interviews will take place soon after

References: References will be taken up prior to interview.

The interview process will include a tour of the school, a written or data task and a formal interview.

Safeguarding

Great Western Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. All posts within the Trust are therefore subject to an Enhanced DBS and barred list check.