

## Information for Applicants



### Finance Assistant

Great Western Academy opened in brand new, state-of-the-art facilities in North Swindon in September 2018 with just 150 Year 7 students. The Academy has grown year by year and now has over 1,000 students in years 7 to 11 and the Sixth Form.

The Finance Department has also grown and evolved in that time. This is an excellent opportunity to join the friendly Finance and Admin team. As the school grows in future years there may be opportunities to develop the role further.

An applicant's briefing pack with full information about Great Western Academy and the role is available on the GWA website at <https://www.gwacademy.co.uk/vacancies> If you have any questions prior to application, you are very welcome to contact us.

### Application process

Please complete the application form through My New Term and make sure to include a supporting statement, either in the space provided or as a separate document. 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.

### **Closing Date: 9am on Monday 7<sup>th</sup> September 2026**

**Interviews:** Interviews will take place as soon as possible after the closing date. We may interview before the closing date (and close the advert early) depending on the suitability, and number of applicants.

**References:** References will be taken up prior to interview.

*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.*