



All Saints Voluntary Aided Church of England Primary School

Administrative Officer

Support Staff Salary Range: Grade 4 - Term time

Required from March 2025 (subject to notice)

All Saints Voluntary Aided Church of England Primary School is a welcoming, caring and inclusive school in Manchester. We are a one form entry primary school providing for children aged 3-11 and have close links with All Saints Church which adjoins our site. Our school vision is for everyone in our All Saints family to be Healthy, Happy and Confident, and this certainly includes staff. We are all committed to supporting the personal, emotional, spiritual and academic needs of all our children which we do through nurturing positive relationships between everyone inside and outside of school.

Our school has been at the centre of Newton Heath since the 17th century and served our community for centuries through all the different changes and challenges it has faced. Due to the promotion of the previous post holder, the Governing Body wish to appoint a new Administrative Officer who has the skills, knowledge and personality to help us build upon our past achievements and ensure that the next chapter builds on the successes of the past and are happy to support on building skills of the right applicant.

We are seeking a positive and enthusiastic professional with experience of working in an admin role, working as part of a team in a busy school office to support the smooth everyday running of the school on the non teaching side. As a one-form entry school, all staff have to carry many responsibilities, and we are looking for someone who relishes the challenge of contributing to the development of a school in a wide range of areas. We have high expectations and ambition for our children as well as ourselves. The positive, humble and supportive ethos of the school, as well as the many opportunities to develop professionally, has resulted in staff who feel valued and confident.

We want to add to the skills and qualities of our staff and if you have the passion, drive, commitment and ability to play an important role in the next chapter of our school, we would love to hear from you.

Visits to the school are warmly welcomed. To arrange an appointment please contact:

Mrs Rachel Flatman, Acting Head Teacher or Mrs Gayle Mason, Business Officer

enquiries@allsaintsnh-pri.manchester.sch.uk

0161 681 3455

Please do not send a CV, for the purposes of safeguarding and equal opportunities we can only accept the provided application forms - please ensure that all application documentation is returned by email for the attention of Mrs R Flatman.

Closing date: Monday 10th February 2025 10:00am

Shortlisting: Monday 10th February 2025

Interview date: **Wednesday 12th February 2025** - within the interview process, we will be asking each candidate to carry out a short task that relates to the job description for this position.

We are committed to safeguarding and promoting the welfare of children, and expect all staff and volunteers to share this commitment. An Enhanced DBS check, two satisfactory references and other safeguarding checks will be sought from the successful candidate before appointment. Please see the school website for our school's Safeguarding Policy.