

Administration Officer (Grade 3)

This is a term time only role (plus 5 inset days.) Working 35 hours per week,
Monday – Friday 8:30am – 4:00pm with a ½ hour lunch break

Salary: £25,185 - £25,989 pro rata

Actual pay: £21,662 – £22,354

Closing Date: Wednesday 12th November

Shortlisting Date: Thursday 13th November

Interview Date: Thursday 20th November

Target Start Date: As soon as possible. However, we will honour any notice period.

Be the Heart of Our School: Join Our Friendly Community as an Administration Officer!

Are you an organised, proactive, and friendly administrative professional looking for a role where you genuinely make a difference every day?

Northenden Community School are looking for a dedicated Admin Officer (Grade 3) to join our close-knit team. This isn't just a desk job, you'll be the welcoming face and the calm, capable backbone of our school, ensuring everything runs smoothly for our pupils, staff and parents.

Northenden Community School is a one-form entry primary school with 236 pupils from Nursery to Year 6. We are proud of our inclusive ethos and the care, guidance and support that we offer to every child and their family is a strength of our school. Our pupils are thoughtful, motivated, and considerate of others and our families are highly involved in the lives of the children. We are a successful school and our children achieve very well.

Northenden Community School is part of The Connect Alliance Trust, which is based in Manchester and formed in September 2025. It consists of five Manchester Primary Schools. These include, Barlow Hall Primary School, Beaver Road Primary School, Brookburn Community Primary School, Cavendish Community Primary School and Northenden Community School.

The trust is committed to building a strong family of schools, enhancing educational standards and opportunities for our local communities. Our shared vision and values underpin our trust's development: a commitment to academic excellence, a culture of collaboration and an inclusive environment built on respect.

The Role

Reporting to the Office Manager, you will be crucial in providing comprehensive administrative and financial support and working collaboratively to support the well-being of every pupil.

Key responsibilities will include:

- **Front-of-House:** Being the first point of contact for all visitors, parents, and pupils, answering enquiries with courtesy and clarity.
- **Administration & Finance:** Handling everything from maintaining pupil data and filing to managing routine financial records, ordering stock, and supporting school lettings.
- **Welfare Support:** Assisting with minor first aid and pupil welfare duties, including looking after sick pupils and communicating with parents.
- **Teamwork:** Providing general clerical support, arranging meetings, taking notes and covering for colleagues when needed.

We would like to appoint an administrative assistant who has:

- A genuine ability to relate well to children and adults and a desire to contribute positively to the overall ethos of a small community school.
- Experience in general clerical, administrative, and financial work.
- Excellent numeracy and literacy skills and a strong ability to use ICT packages (Word, Excel, databases) to produce high-quality, accurate work.
- The self-motivation and flexibility to manage your workload effectively and meet deadlines.
- A naturally tactful and diplomatic approach when dealing with parents, pupils and colleagues.
- A willingness to undergo minor first aid training and an enhanced DBS check.

In return we offer:

- A whole school community where the staff want the very best for every child.
- A challenging and stimulating place to work with an exciting opportunity to shape and make a difference in a developing school.
- A commitment to continuing professional development and high expectations in all areas.
- Opportunities to collaborate with a network of other schools.

If you thrive in a bustling, friendly environment and want to be a vital part of a school community, we encourage you to apply!

How to Apply:

If you would like to ask any questions prior to making an application, please contact our School Office:

 admin@northenden.manchester.sch.uk

 0161 998 4825

Application forms, the job description, and the person specification are available at:

 <https://www.northendenprimary.co.uk/about-us/vacancies>

Please return completed applications electronically (*CV's will not be accepted*) and return by email to:

 admin@northenden.manchester.sch.uk

For the attention of Ms Ruth Byrne.

Northenden Community School is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced with barred list information check. Please be aware that we will be

contacting referees for a reference before the interview