**Delamere School**



Irlam Road

Flixton

Manchester M41 6AP

**Job Title: Administration Assistant**

**Part-time 28.75 hours per week. Monday-Friday 8.30am-2.15pm. Permanent contract.**

**Salary: Band 3 pro-rata (Term time only plus inset days) £25,183-£27,269. Actual salary £17,178-£18,601 (pay award pending)**

We are an Outstanding Special School seeking to appoint appoint an enthusiastic, empathetic, flexible, proactive Administration Assistant to join our busy school office team. This is a key role within the school, acting as first point of contact & providing support to staff, pupils, parents, and visitors

**Applicants should:**

* Have outstanding communication & interpersonal skills with a collaborative, flexible approach to their work
* Share the Governors’ high expectations of our school and have a strong commitment to continuing to maintain our outstanding provision.
* Have a calm, friendly, empathetic & adaptable approach with the ability to remain composed under pressure.
* Be able to manage a varied and fast-paced workload, responding quickly to changing priorities
* Have the commitment, dedication, determination and organisational skills required to succeed in such a busy role.
* Have a positive, can-do attitude and a willingness to support the wider school community.
* Be committed to making a difference to the lives of vulnerable children and their families.
* Be confident in the use of Microsoft Office (Word, Excel, Outlook) & has a willingness and ability to learn new in-house systems quickly and effectively
* Be committed to, & able to demonstrate our core values of inclusion, respect, trust, enjoyment, collaboration, creativity, optimism & growth.
* Be able to maintain confidentiality and demonstrate professionalism at all times

**We can offer you:**

* An ambitious, caring & inclusive school with a clear vision & the highest aspirations for all our children;
* A varied and rewarding role at the heart of school life;
* A strong commitment to your continuing professional development
* A forward-thinking environment where innovation & research are used to ensure our provision is the best it can be;
* A supportive, friendly & enthusiastic staff team;
* Highly competitive rates of pay & membership of Local Government Pension Scheme
* An experienced, dynamic, forward-thinking leadership team, committed to improving outcomes for pupils;
* A school that cares for & nurtures every member of our school family, including staff, pupils & parents
* A positive & thoughtful approach to work life balance & wellbeing. Access to range of Health & Wellbeing support including Physiotherapy, GP, mindfulness & weight management
* Discounted gym membership & Cycle to Work scheme

**Delamere School is committed to safeguarding & promoting the welfare of children & young people. We expect all staff & volunteers to share this commitment. This is reflected in our recruitment processes & the post is subject to enhanced DBS disclosures. References will be sought prior to interview for shortlisted candidates & online checks undertaken. Please find our Safeguarding policy on our website:** [**https://www.delamere.trafford.sch.uk/policies/**](https://www.delamere.trafford.sch.uk/policies/) **This post is also subject to proof of right to work in the UK in accordance with the Asylum & Immigration Act 1996 & other pre-employment checks where applicable.**

We strive to create a fair & inclusive workplace that is as diverse as the communities we serve. We positively welcome applications from all candidates regardless of age, disability, gender reassignment, marriage & civil partnership, pregnancy, & maternity, race, religion or belief, sex & sexual orientation.

**Information applicable to the role can be downloaded through the attachments linked to the advertisement. Application Forms only will be accepted. Please return these to:** sbm@delamere.trafford.sch.uk

**There will be an opportunity for interested candidates to visit the school on the morning of 9th September 2024 .** Torequest a visit by contacting the main school office on: admin@delamere.trafford.sch.uk or by ringing 01617475893.

**Closing date for applications is 18th September 2025**

**Shortlisting/Invitation to Interview: 19th September 2025 Interviews: 2nd October 2025**