



Wright Robinson College

Headteacher: Martin Haworth

Admin Officer

Grade: 6 SCP 21 – 25 £28,900 - £32,020 FTE (Actual Salary Term-Time Only plus 1 week £24,775 - £27,449)

Start Date: ASAP

Contract: Full time (35 hours per week), Term-Time Only (plus 1 week in summer), Permanent

Wright Robinson College, an 11-16 school with an 'Outstanding' Ofsted rating, is seeking to appoint an Administrator to join our team. Alongside assisting the Office Manager and Exams Officer, you will be responsible for ensuring that there is efficient and effective administration and organisation of college processes, procedures and systems. The role is customer facing and you will be required to liaise with members of the public and have the ability to converse at ease with all key stakeholders and outside agencies.

Wright Robinson College is committed to staff development and if you join our team you will be based in a friendly and supportive school with a state-of-the-art building, providing access to the latest resources to facilitate learning. As well as offering you a competitive salary, and access to our BUPA Healthy Minds Employee Assistance Programme, you will be provided with free access to on-site gym and pool facilities, a range of activities designed to support staff well-being and on-site parking. Located one mile from the city centre, on the East side of Manchester, we are easily accessible through local and regional transport links.

Have you got the desire, experience and ambition to join our Team? If so, we would be delighted to hear from you. Informal enquiries can be directed to Ms Duffy on 0161 370 5121. *No agencies please.*

For further information on the position, to see what our staff have to say about working for us and for details on how to apply, please follow the link below:

<https://www.wrightrobinson.co.uk/Vacancies-Teaching/>

All applications should be made via the TES website.

Closing Date: 9am on 31st March 2023
Interviews will be held on Tuesday 18th April 2023



Statement on Equality

We are an Equal Opportunities Employer and we positively welcome applications from candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Statement on Safeguarding

Wright Robinson College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employment offers are made subject to an enhanced DBS check and satisfactory references. When appointing new staff, we will ask shortlisted candidates to complete a self-declaration of their criminal record and to provide any information that would deem them unsuitable to work with children.

Online checks for shortlisted candidates

In accordance with DfE Keeping Children Safe in Education 2022, an online search, including social media, will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

GDPR

A copy of our Privacy Notice is available on our website.