

Administration Assistant

Term time only

Temporary until 31/8/2026

14 hours per week (8am – 4pm)

Thursday and Friday

£8,443 - £8,712 payable per annum (Grade 3 pt.4-6)

We are seeking to appoint an excellent and efficient Administration Assistant to join our Admin team.

Our school is:

- determined to provide the best service we can for our children, families and staff.
- a forward looking academy where an emphasis is placed on keeping up to date with new technologies.
- a place where all staff are hard-working and ensure the academy's success through constantly striving to discover innovative working methods and demanding the best from ourselves.

If you feel like you would thrive in this environment and would like to help shape the future generation of South Manchester, we would love to hear from you.

Our school is determined to provide the best education we can for ALL of our children especially those with Special Educational Needs. The role will be subject to good references and a DBS check. We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

Closing date: 9AM on Monday 1st December 2025

Email your application form to: finance@crossacres.manchester.sch.uk