**WHALLEY RANGE 11-18 HIGH SCHOOL**

**A member of Education and Leadership Trust**

Wilbraham Road, Whalley Range, Manchester, M16 8GW

Tel: 0161 861 9727 Fax: 0161 881 0617

Academy Headteacher: Mrs. J Fahey

**“School leaders are relentless in developing a culture of high standards, inclusiveness and personal well-being. Consequently pupils feel safe and well supported”**

**“The school community is highly motivated and positive. Pupils are very positive about their school life**

**Administration Manager/Headteacher’s PA**

**Permanent Appointment - Required As Soon as Possible**

**All Year Round – 35 HOURS PER WEEK**

**‘Committed to safeguarding and promoting the welfare of children’**

The School is seeking to appoint an enthusiastic and committed individual for the following role

**The salary quoted is for all year round, but we can be flexible for the right candidate and can offer term-time only + 2/4 weeks etc if this is preferable.**

**Grade 7 Points 26-30 Salary (£30,451 - £33,782)**

Whalley Range 11-18 High School is a popular, high-performing, multi-cultural, inner-city girls’ comprehensive school, with a thriving Sixth Form, close to the heart of Manchester city centre; bordering Moss Side, Hulme, Withington and Chorlton. The school has 1,650 students on roll including 300 in the Sixth Form. There are currently 200 staff employed at the school, teaching and support. We are a member of the Education and Leadership Trust; we are passionate about our students and our community.

Reporting to the Headteacher and the Business Manager, this is an exciting opportunity for a reliable and conscientious Administration Manager/Headteacher’s PA.

The Administration Manager/Headteacher’s PA will lead a team of twelve administration staff and the successful candidate will have experience of:

* managing an effective team in order to provide a high quality and efficient administrative service to the whole school, ensuring accuracy and confidentiality at all times
* calendar management and event organisation, experience of using Microsoft Office packages, and a database system (ideally SIMS)

We understand that investing in our staff is the best investment in our students and offer a wide range of strategies to help our teachers and support staff be highly effective in their roles.

Whalley Range 11-18 High School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful candidate will be **subject to appropriate vetting procedures and a satisfactory Enhanced Check from the Disclosure and Barring Service** prior to starting.

Further information and application form can be downloaded from the trust website: <https://www.eltrust.org/careers?i=10>

Please return your application form to [recruitment@wrhs1118.co.uk](mailto:recruitment@wrhs1118.co.uk) by 12 noon on Thursday, 3rd February 2022

Interview date to be confirmed.

If you have any questions please contact the school on the address above or telephone number or

email: recruitment@wrhs1118.co.uk

As it is not possible to inform each applicant if they have been selected for interview, if you have not been contacted before the interview date please be aware that you will not have been successful on this occasion