

Administration Officer

Loreto Grammar School

£23,541 up to £24,982 pro rata pa depending on experience (actual salary £20,882-£22,160pa)

Full-time , term time + 2 weeks

Available January 2022



Loreto Grammar School is an 11-18 Roman Catholic Grammar School for Girls with Academy status located in Altrincham, in the Borough of Trafford. It is a thriving, successful and over-subscribed school, judged as "Outstanding" by Ofsted and by the Diocese of Shrewsbury.

The Governing Body is seeking to appoint a colleague with excellent organisational, communication and IT skills to this important and interesting role working on school trips, student financial assistance and fundraising. Relevant transferrable work experience together with excellent numeracy skills and the ability to prepare and manage budgets are required. The successful candidate will be expected to commit to the ethos and values of the school.

Further information and application forms are available on the website

<https://www.loretogrammar.co.uk/812/current-vacancies>

Loreto Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check.

Closing date: Wednesday, 15 December 2021 at 10am

First interviews: Monday, 20 December 2021

www.loretogrammar.co.uk

email: recruitment@loretogrammar.co.uk

Tel: 0161 928 3703

