

Whitworth Community High School
Hallfold
Whitworth
Rochdale
OL12 8TS
Tel 01706 343218

Age Range: 11-16. School size: Group 5. 650 on roll.

Job Title – Business Support Officer 1

Salary Range: Grade 3 – SCP 2 to 4 (£24,413 to £25,185 FTE) (£15,582 to £16,075)

12 month post – to cover maternity leave

27.5 hours per week (Mon-Fri - 7.45 am to 1.45 pm)

Required: 6th January 2026 to 31st December 2026

TTO + 3 Days

We are seeking to appoint a committed and enthusiastic **Business Support Officer 1** on a temporary 12 month contract to cover maternity leave. Whitworth Community High School, is a small, inclusive, successful and happy school situated in a semi-rural location between Lancashire and Rochdale.

What are we looking for?

We are seeking to appoint a business support officer for our busy school. The main duties will be reception, welcoming visitors and taking telephone calls. This is an exciting opportunity and requires someone who has :-

- effective customer service and computer skills
- confident telephone skills
- effective written and spoken communication skills
- the ability to work under pressure and to be resilient
- a flexible, positive and solution-focused approach
- the ability to work as part of a team to support staff, students and families and the smooth running of our school as the first point of contact

What can we offer to the right candidate?

- A small school with a strong reputation, a caring ethos, a culture of respect and a commitment to 'Climbing Higher'.
- Fantastic students who are proud of their school.
- A strong leadership team who are committed to moving the school forward and to the professional development of our staff, and who are mindful of staff well being.
- Knowledgeable, forward looking and friendly colleagues who are ambitious for our school
- Excellent facilities and resources, including fitness suite and recording studio available for staff.
- Commitment to team working and staff wellbeing, including free access to Employee Support.

If you are unsure, please arrange a visit

We would love you to see our school in action – to observe the excellent relationships between staff and students which characterise the atmosphere in school. Everyone who visits Whitworth Community High School is impressed by the warmth of welcome, the behaviour of students and the clarity of our aspiration for the future. Please contact y.ellis@whitworth.lancs.sch.uk to arrange a visit.

Our commitment to safeguarding

Whitworth Community High School is committed to safeguarding and promoting the welfare of children and young people. Appointment is subject to a satisfactory enhanced disclosure (DBS). Please note that in line with KCSIE 2025 an online search will be carried out as part of our due diligence on shortlisted candidates.

Application process

You can download the documentation for this post online at www.lancashire.gov.uk/vacancies, and directly from the school website www.wchs.co where you can obtain additional information regarding the post. Please note CVs are not accepted.

Closing Date : Monday 24th November 2025 @ 9.00 am

Interview Date: w/c 1st December 2025