



## St Ambrose R.C. Primary School

Princess Road  
Chorlton-cum-Hardy  
Manchester M21 7QA  
Tel: 0161 445 3299

Loving minds ♥ hearts ♥ hands.

Headteacher: Mrs Carole Partington  
Email: [head@st-ambrose.manchester.sch.uk](mailto:head@st-ambrose.manchester.sch.uk)  
Website: [www.st-ambrose.manchester.sch.uk](http://www.st-ambrose.manchester.sch.uk)

The Governing Body of St Ambrose RC Primary School are looking to appoint an enthusiastic, experienced, efficient part time administration assistant to join their friendly and welcoming staff team.

As the first point of contact for the school you will need to be confident and able to deal sensitively with a range of stakeholders including staff, governors, children, parents/carers and outside agencies.

IT skills and previous office experience using SIMs are desirable for this role, although training will be given. Other useful qualities would be: able to work on your own initiative and cope with the pressure and demands brought by a busy school office.

St Ambrose is an inclusive, welcoming, primary school where expectations for behaviour and learning are high.

We are looking for an administration assistant who:

- Has some previous experience of working in an office or school office
- Has excellent personal and office organisational skills with the willingness to adapt to school challenges
- Has effective written and verbal communication skills to liaise with all stakeholders at all levels
- Is committed to upholding and supporting the Catholic ethos of our school
- Is self-motivated, able to use initiative and work co-operatively as part of a team.

We offer the opportunity to work in a school which:

- Has a dedicated, caring and motivated team of staff, who work together to provide a rich experience for our children
- Values opportunities for continuing professional development, encourages staff to continue learning and developing their knowledge and skills;
- Has happy, well behaved, hard-working children who are a joy to teach
- Has a supportive Governing Body.
- Benefits from interested, involved and supportive parents/carers.

Visits to the school are warmly welcomed and can be arranged by contacting the business manager Helen Maguire, on 0161 445 3299 or telephone for an informal chat. The application form and further details are available on the School Website at [www.st-ambrose.manchester.sch.uk](http://www.st-ambrose.manchester.sch.uk)

**Closing Date: 12 noon. Thursday 30<sup>th</sup> April 2026**

**Interviews: Tuesday 5<sup>th</sup> May 2026**

St Ambrose RC Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointment is subject to enhanced DBS checks, satisfactory references and will be exempt from the provisions of the Rehabilitation of Offenders Act 1974

Application forms should be returned to [vacancies@st-ambrose.manchester.sch.uk](mailto:vacancies@st-ambrose.manchester.sch.uk)



St Ambrose  
National School of Formation 2017

