St Margaret’s CE primary School is a larger than average three form entry primary school with over 670 pupils on role. The school is located in central Manchester. The school community is rich and diverse with forty different languages spoken and nearly forty different ethnic groups among the pupil intake. 82% of the pupils have English as an additional language and 95% of pupils come from ethnic minority backgrounds. There are above average levels of pupils with SEND and the deprivation indicator for the pupil base is in the highest quintile for deprivation.

‘Pupils and their parents and carers are proud to be part of this very inclusive school. Pupils are happy in the school. They said that it is a place which celebrates the diversity of pupils’ faiths and cultures. Pupils feel safe because they trust adults to resolve any problems they may have.’ Ofsted 2023

We are looking for a Receptionist/Administration Assistant who is humble, resilient and enthusiastic to join our busy Admin team. We are looking for someone who has a positive attitude and can be a professional and courteous contact for parents, children and other visitors to school.

**Job details**

* **Location:** Manchester
* **Salary:** Grade 3 Point 4-6 (term time only)
* **Contract:** Permanent Contract
* **Applications Close:** Wednesday 3rd July 4pm
* **Start Date:** 2nd September 2024
* [**Shortlist**](javascript:void(0);)**:** Thursday 4th July
* **Interviews:** Wednesday 10th July

**You will:**

* Be passionate about working within a busy school enviroment
* Believe that education is a vocation and be passionate about education in an urban setting
* Believe strongly that all pupils regardless of their background are capable of reaching their full potential
* Embrace high expectations of all
* Be committed to engaging with pupils, parents and visitors
* Demonstrate outstanding communication and people skills
* Be eager to develop and grow within the professional administration team

**We can offer:**

A rich diverse school. Our school successfully brings together more than 670 pupils from every continent, speaking more than forty different languages, across many different cultures into one happy inclusive community.

A vibrant, warm and welcoming school with a positive inclusive atmosphere, enthusiastic pupils and supportive parents.

A forward-thinking school rated ‘Good’ with ‘outstanding’ areas by Ofsted in its 2023 inspection.

Our pupils are diverse, friendly and enthusiastic. They are full of potential and eager to learn.

A dynamic senior leadership team who will support your career development and empower you to lead and innovate. This provides a great opportunity to play a significant role in a school striving for excellence that is committed to continual school improvement.

Leaders who are approachable, understanding and willing to listen.

A school that prioritises staff wellbeing and workload.

A highly collaborative staff team with a genuine commitment to peer support and excellent continuing professional development.

Visits to school are encouraged and can be arranged by telephoning the school office on 0161 226 2271.

**Safeguarding information**

We are fully committed to safeguarding and promoting the welfare of children, younger learners and vulnerable adults and we expect all staff and volunteers to share the same commitment. The above post will be subject to enhanced DBS checks, satisfactory references and will be exempt from the provisions of the Rehabilitation of Offenders Act 1974.

**How to apply - information for applicants**

Email your application to: [recruitment@st-margarets.manchester.sch.uk](mailto:recruitment@st-margarets.manchester.sch.uk)

This post is also subject to satisfactory references, proof of right to work in the UK in accordance with the Asylum and Immigration Act 1996 and other pre-employment checks where applicable.

We are an equal opportunities employer and we positively welcome applications from all candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.