



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

**School Administrator**  
**Required ASAP**  
**Permanent - 35 Hours per Week**  
**Term Time Only + 2 or 4 weeks (Flexibility Requests will be Considered)**  
**Grade 4 Points 7-11 (Actual Salary £21,433 – £24,065)**

Parrs Wood High School is a thriving and popular secondary school in South Manchester with a richly diverse and truly comprehensive student body which has been judged by Ofsted to be good in all areas. We are a member of the Greater Manchester Education Trust; we are passionate about our students and our community.

We are seeking a reliable and conscientious administrator to contribute to the effective development of the administration team. The successful candidate will have significant experience of working in an administrative support environment and in the preparation of confidential documentation. The post holder will report to the Administrative Manager/Headteacher's PA to provide a high quality, efficient administrative support service to the school.

Parrs Wood High School has realised significant year on year improvements in outcomes across three key stages, and we are passionate in our approach to provide a learning environment where students can exceed their academic and social expectations. Our significant improvements have been recognised by Ofsted where we were judged as Good in all areas. We are committed to improving opportunities and life chances for all our students, whether they aspire to Oxbridge Universities, first-class apprenticeship programmes or wish to enter the workplace with training.

Parrs Wood High School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check and other pre-employment checks.

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.

**Employee benefits include: -**

- Health Cash Plan
- Generous Pension Scheme
- Employee Assistance Programme
- Cycle to Work scheme
- Free parking
- Professional Development and Training
- Company sick pay dependent upon service
- Electric Car Scheme

Further information and application form can be downloaded from the trust website:

<https://gmetrust.org/careers>

Please return your application form to [recruitment@parrswood.manchester.sch.uk](mailto:recruitment@parrswood.manchester.sch.uk) by **12 noon on Friday 26<sup>th</sup> July 2024**.

Interviews are scheduled to take place on **Monday 12<sup>th</sup> August 2024**

If you have any questions, please contact the school on the address above or telephone number or email: [recruitment@parrswood.manchester.sch.uk](mailto:recruitment@parrswood.manchester.sch.uk)

As it is not possible to inform each applicant if they have been selected for interview, if you have not been contacted within 10 working days of the closing date, please be aware that you will not have been successful on this occasion.

