



Whalley Range 11-18 High School

Academy Headteacher: Mr M. Lea

Whalley Range 11-18 High School, Wilbraham Road, Manchester, M16 8GW
T: 0161 861 9727 E: head@wrhs1118.co.uk W: www.wrhs1118.co.uk



“Staff appreciate how leaders and governors are developing ways to protect them from excessive workload”

“Staff expect high standards of conduct. Pupils are well behaved in lessons and around the school site.”

‘Committed to safeguarding and promoting the welfare of children’

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

**Student Services Administrator
Permanent Appointment – ASAP
Term Time Only + Inset – 35 Hours per Week
Grade NJC Points 7-11 (Actual Salary £22,007 - £23,456)**

Whalley Range 11-18 High School is a popular, high-performing, multi-cultural, inner-city girls’ comprehensive school, with a thriving Sixth Form, close to the heart of Manchester city centre. We are a member of the Greater Manchester Education Trust and value excellence, care and respect.

This is an exciting opportunity for a reliable and conscientious administrator to join our school. The successful candidate will have significant experience of working in an administrative support environment and in the preparation of confidential documentation. They will contribute to the effective development of the Administration team providing a high quality, efficient administrative support service to the school.

The position includes working on our main school reception, welcoming visitors to the school and directing enquiries appropriately.

Whalley Range 11-18 High School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful candidate will be **subject to appropriate vetting procedures and a satisfactory Enhanced Check from the Disclosure and Barring Service** prior to starting.

We understand that investing in our staff is the best investment in our students and offer a wide range of strategies and CPD to help our teachers and support staff be highly effective in their roles. For example, each week we provide departments with an hour together, during the school day, to collaboratively plan, this reducing workload as well as developing subject expertise.

Employee benefits include: -

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

a member of the **Greater Manchester Education Trust**



Whalley Range 11-18 High School

Academy Headteacher: Mr M. Lea



Whalley Range 11-18 High School, Wilbraham Road, Manchester, M16 8GW
T: 0161 861 9727 E: head@wrhs1118.co.uk W: www.wrhs1118.co.uk

Further information and application form can be downloaded from the trust website:
<https://gmetrust.org/careers>

Please return your application form to recruitment@wrhs1118.co.uk by **12 noon** on **Wednesday, 26th February 2025**.

Interview date to be confirmed.

If you have any questions, please contact the school on the address above or telephone number or email:
recruitment@wrhs1118.co.uk

As it is not possible to inform each applicant if they have been selected for interview, if you have not been contacted within 5 days of the closing date, please be aware that you will not have been successful on this occasion.

a member of the Greater Manchester Education Trust