

STUDENT WELLBEING ADMINISTRATOR

PERMANENT
Grade 4, Points 7 - 11
£25,584 - £27,269

Term time only + Inset
35 hours per week
Actual Salary: £22,501 - £23,983

Required: As soon as possible.

We are looking for an enthusiastic member of support staff who is committed to supporting young people and the school as a Student Wellbeing Administrator, within our high achieving, vibrant, multi-cultural school for girls. The successful candidate will provide administration support to the Inclusion and Child Protection Team. The successful candidate will undertake first aid training. The post holder will work closely with staff, parents, and other outside agencies. The successful candidate will join a committed team within this outstanding, successful school. This post offers many opportunities for professional development in a supportive and highly collaborative environment.

Levenshulme High School is committed to safeguarding, child protection and promoting the well-being of children and young people and expects all staff to share this commitment. At Levenshulme High School 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 to highly effective in their roles, this includes:

- Access to Health Scheme
- Bike2Work scheme
- Flexible working
- Pension Fund
- Staff Wellbeing
- Free annual flu jabs
- A fully supportive team
- Employee Assistance
- A genuine commitment to wellbeing and effective workload management

We are utterly committed to working with people and developing their potential. We are cultivating a culture of openness, honesty and professional learning so that support staff are able to work effectively and have a positive work life balance. At Levenshulme High School, we value teamwork and collaborative approaches to shared goals. You will be joining a team of talented professionals who are truly determined to ensure all students succeed.

We are proud to serve our diverse and inclusive community and are committed to the cooperative values allowing students to have equality of opportunity. Together, we will work collaboratively to develop innovative practice that is efficient and effective and achieves outcomes.

Please visit our website to learn more about us (<https://www.levenshulmehigh.co.uk>) and contact recruitment@levenshulmehigh.co.uk if you would like to arrange a visit prior to application.

Levenshulme High School is part of The Greater Manchester Education Trust. The Trust is a multi-academy trust, which came into effect in September 2022 comprising four schools; The East Manchester Academy, a mixed school of over 1,000 students in the heart of Manchester's re-generation area, Whalley Range 11-18 High School, a girl's school of 1,500 students, Levenshulme High School, a girl's school which is three miles away with a very similar, diverse community and Parrs Wood 11-18 High School a mixed school of nearly 2000 students in the heart of East Didsbury.

Please return your application form to recruitment@levenshulmehigh.co.uk on

Wednesday 18th June 2025 by 12 noon

Shortlisting and interviews are scheduled to take place during the week beginning:
Monday 23rd June 2025.

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

Successful applicants are subject to appropriate vetting procedures including social media and online background checks as well as a satisfactory Enhanced Check from the Disclosure and Barring Service