



Chapel Street Community Primary School

Achieving excellence and making a difference for every child

Chapel Street, Levenshulme, Manchester. M19 3GH

admin@chapelstreet.manchester.sch.uk

0161 224 1269

Headteacher: Mrs Ella Hughes

Administration Assistant

Grade 3

30 Hours per Week, Term Time Only

Fixed-term (September 2025 to August 2027)

We are delighted to offer a fixed-term 'Administration Assistant' vacancy to join our School Support team. Applications are invited from committed and enthusiastic individuals for this important and exciting role in our school. You must have experience of general clerical, administrative and financial work, possess good numeracy and literacy skills and be confident in the use of multiple software systems and Microsoft Office programmes.

Our other on-line documents are an application form, letter from the Headteacher about our school and job description with person specification. You can also find further information on our website, which includes our most recent Ofsted Report, from December 2024: <https://www.chapelstreetprimary.co.uk/ofsted>

About the Post

The specific areas of responsibility for our Administration Assistant are outlined in the attached job description and include:

- To receive visitors to the school and communicate with courtesy and clarity to all staff, pupils, parents, visitors, outside agencies and wider community, including answering telephone and in person enquiries.
- To meet, greet and escort visiting professionals around school.
- To operate relevant equipment and ICT packages (for example word, excel, databases, email, internet).
- To produce lists, information and data as required, for example, pupils' data, and to maintain and collate pupil reports.

About the successful candidate

As with all posts we are primarily looking for the right person for our pupils, school and community. Someone with resilience, who will work hard, in a relational way, to maintain high standards of developing, implementing and monitoring their areas of responsibility in a busy office environment. Someone who can be flexible and adapt well to changing needs.

Only applicants who can demonstrate accurate record-keeping skills and possess relevant experience and understanding in administration, finance, operations, and customer service/front-of-house roles will be considered for this position.

Excellent team-working, organisational and communication skills are also essential, as is an aptitude with relevant ICT and digital literacy. We are looking for someone with the ability to work independently and a strong commitment to wanting the very best for our school community. We want our Administration Assistant to be passionate about working in **our** school with **our** unique children and staff.

Questions about the role

We welcome you to reach out to us either by telephone on 0161 224 1269 or via email at admin@chapelstreet.manchester.sch.uk should you have any questions about the role.

About Your Application

- Please read all the documentation before applying.
- Please ensure that we have full details of referees, including postal and email addresses, full professional titles, roles, and phone numbers.
- Application cover letters or 'information in support of your application' will only be considered where they are a maximum of two sides of A4 in a minimum of size 11 font.
- Application Closing Date: **9:00am on Thursday 11th September 2025.**
- Short-listing and invites to interview sent: **Friday 12th September 2025.**
- Interview process: **Tuesday 16th September 2025.**
- There will be a number of different elements to the interview process which will be in person, at school.
- Start date for job: **ASAP following successful interview**

If you are excited by this post and by the opportunity to work in a really special school, then I look forward to receiving your completed application.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'E Hughes'.

Mrs Ella Hughes
Headteacher