

# Benchill Primary School



## Recruitment Pack: Administration Support Assistant

Temporary Contract

1st September 2025 to 31<sup>st</sup> August 2026

Term Time Only- 32.5 hours per week

Grade 2: Scale Point 4

Range: £24,027 per annum

Start Date: 1<sup>st</sup> September 2025



# Headteacher's Welcome:



Dear Prospective Candidate,

Welcome to Benchill Primary School, where we are dedicated to creating a nurturing and dynamic environment that inspires both pupils and staff to reach their full potential. We are thrilled that you are considering joining our team, where your skills and passion for education can truly make a difference. At Benchill Primary School, we pride ourselves on fostering a collaborative and inclusive community that values innovation, diversity and excellence in teaching and learning. As you explore the opportunity to become part of our school, we encourage you to share your unique experiences and ideas that align with our mission to empower every pupil. We look forward to learning more about you and how you can contribute to our vibrant community.

Thank you for considering Benchill Primary School as the next step in your professional journey.

Warm regards,

Steven Rooney

Headteacher



## **Manchester City Council**

### **Job Description**

#### **Administration Support Assistant, Grade 2**

The post holder will report to the School Business Manager. Apart from other colleagues in the school the main contacts of the job are: The Head Teacher, teaching and support staff, pupils and parents.

#### **Main Purpose of the job**

To provide routine general clerical, administrative and financial support to the school.

To work collaboratively with all staff and parents to support pupil /student well being and to promote the five outcomes of Every Child Matters.

#### **Organisation**

1. To undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors
2. To assist with pupil first aid and welfare duties, including looking after sick pupils, liaising with parents and staff etc
3. To undertake routine clerical and administrative support duties on behalf of individual members of staff, in relation to the organisation of school activities.

#### **Administration**

4. To provide routine clerical support, for example, photocopying, filing, faxing, emailing, and completing routine forms
5. To maintain manual and computerised records and management information systems
6. To undertake typing, word processing and other IT based tasks
7. To collect and distribute incoming mail, despatch outgoing mail as appropriate
8. To undertake routine administration, for example, registers and school meals
9. To assist with school administrative duties relating to examination invigilation.

## **Resources**

10. To operate office equipment, for example, photocopier and computer
11. To arrange the orderly and secure storage of supplies
12. To undertake routine financial administration, for example collecting and recording dinner money

## **Responsibilities**

13. To be aware of and comply with policies and procedures relating to safeguarding and child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
14. To be aware of and support difference and to ensure equal opportunities for all
15. To contribute to the overall ethos, work and aims of the school
16. To attend and participate in relevant meetings as required
17. To participate in training and other learning activities and performance development as required

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves unachievable, job redesign will be fully considered.

**Manchester City Council**  
**Person Specification**  
**Administration Support Assistant**

**Experience**

- Experience of general clerical and administrative work

**Qualifications/Training**

- Possess good numeracy and literacy skills

**Knowledge/Skills**

- Willingness to undertake first aid training
- Have a good understanding of and the ability to use relevant technology, for example, a photocopier
- Possess keyboard and computer skills
- Show a willingness to participate in development and training opportunities
- Ability to relate well to children and adults
- Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these

**Personal Style and Behaviour**

- Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work
- Self motivation and personal drive to complete tasks to the required timescales and quality standards
- The flexibility to adapt to changing workloads demands and new school challenges
- Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of the service users
- Personal commitment to continuous self-development
- Personal commitment to continuous school improvement
- Personal commitment to the school's professional standards, including dress code as appropriate
- Be willing to consent to apply for an enhanced disclosure to a DBS check.

# Application Details:



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Temporary Contract**

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**Grade 2: Scale Point 4**

**Range: £24,027 per annum**

Applicants are welcome to visit the school prior to applying.  
School visits will take place on:

**Friday 20th June at 10am**

To book a school visit please contact Steven Rooney,  
Headteacher:

**[head@benchill.manchester.sch.uk](mailto:head@benchill.manchester.sch.uk)**

or call: 0161 998 3075

To apply for this post, please complete an application form  
and email it to:

**[recruitment@benchill.manchester.sch.uk](mailto:recruitment@benchill.manchester.sch.uk)**

Deadline for applications:

**Thursday 26th June 2025 at 9am**

