



RECEPTIONIST / ADMINISTRATOR Advert



Thank you for your interest in working at Hollingworth Academy; we are a vibrant and caring school in Milnrow, Rochdale.

Why Choose Hollingworth Academy?

- Voted 'Most Inspirational School in Rochdale' in 2024, and the only school in Greater Manchester and Lancashire with 'World Class Schools' status.
- Conveniently located just off the M62, we offer an easy commute from Stockport, Central Manchester, Leeds, Blackburn, Warrington, and Burnley – all within 40 minutes or less.
- We value our staff and provide time off for important family events, such as school nativity plays and first days at school etc.
- Our department prides itself on its staff retention and staff development. External positions in this department are rare – this is your chance to join a truly outstanding team.
- Free access to our onsite gym.
- Free Simply Health membership that includes money off prescriptions, dental check-ups, physiotherapy, opticians, and GP appointments.
- 20 additional PPA hours per year beyond government guidelines.
- Opportunity for free lunches available.
- Work in an environment where Ofsted say that our pupils are 'proud to attend this school' and 'can learn in lessons without disruption'. With a 'behaviour system which allows [leaders] to respond to any uncommon instances of pupils' poor behaviour rapidly'.

Purpose of the role:

To provide a professional, welcoming and efficient reception service for the academy, ensuring all visitors, staff and pupils are supported appropriately. This role includes administrative support across various areas including Free School Meals (FSM), meeting room bookings, telephone communications and use of the MIS system (Arbor).

Salary: NJC Grade 3 SCP 5-6 FTE Salary £26,427 - £26,847 per annum. Actual salary pro-rata £14,530 - £14,761 per annum.

Contract:

Permanent

Part-time Term Time Only

Wednesday, Thursday and Friday 8:00am-4:30pm, 24 hours per week (30 minutes un-paid lunch)

About Hollingworth Academy

Hollingworth Academy is part of the Hollingworth Learning Trust. The Trust's core purpose is to make a positive difference to the lives of its children. Its role, as a sponsor of the academy, is to provide the support, challenge, expertise, and resources necessary to significantly improve the provision for education.

In 2023, Hollingworth Academy was awarded the World Class Schools Quality Mark; the only school in Greater Manchester and Lancashire out of 463 to achieve this world class status.

Here at Hollingworth Academy, we believe that everyone excels every day. This ethos is built on our core values of **RESPECT**, **RESPONSIBILITY** and **RESILIENCE** and these values are at the heart of everything we do. We want considerate and confident young adults who are respected within their community, capable of successfully entering further education, employment, and training. We will

always have the highest expectations for all of our pupils, as their success is our success. We are extremely proud of our pupil and their achievements. Indeed, visitors frequently comment that they are confident, respectful, thoughtful, and articulate young people.

We strongly encourage prospective candidates to visit us during the school day to experience our 'high expectations' first-hand. To arrange a visit please contact us at applications@hollingworthacademy.co.uk

Start date: As soon as possible

Closing date: Friday 2nd October 2026 at 9am

Interviews: TBC

To apply for this position please download the application form and supporting documentation. Completed applications should be sent to applications@hollingworthacademy.co.uk by the closing date.

Hollingworth Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

The successful candidate will have to meet the person specification and will be required to apply for an enhanced DBS disclosure and all other pre-employment checks outlined in Keeping Children Safe in Education. All appointments are subject to Safer Recruitment practices.

Hollingworth Academy operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the building which is wholly owned, leased, or operated and occupied by the academy.

We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.