

Office Administrator

Contract: One Year Contract
Working Hours: 21 hours, term time plus inset days
Job Role: Grade 4
Start Date: 18th May 2026
Application closing date: 10th April 2026 @10am
Shortlisting and interviews: TBC week beg 13.04.26

St Anne's RC Primary School
Moss Bank, Crumpsall, Manchester, M8 5AB
Tel: 0161 740 5995
www.stannescrumpsall.co.uk
Headteacher: Miss L Wordsworth



The Governors & Headteacher of St Anne's are seeking to appoint an Office Administrator to work in our busy school office. This is a one year contract only. We are looking for a proactive, energetic, committed and caring individual with excellent communication skills who will contribute to our school's journey. A professional who has experience working collaboratively with all children, parents and staff in an educational setting.

Examples of duties within the role:

- Undertake office duties, answering general communication enquiries.
- Control and monitor entry to the school for parents, visitors and outside professionals.
- Have a clear understanding of safeguarding procedures within a school setting
- To manage the administration function to include correspondence, procedures, completion and submission of complex forms and returns both internally and to outside agencies
- Process attendance data, liaising with staff and parents where necessary
- To work as part of a school family and team to support colleagues and contribute to the vision and ethos of the school.

Equal Opportunities

We are an Equal Opportunities employer and we positively welcome applications from all candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We are committed to ensuring equality across our school, and that all staff are treated fairly, in line with our school policies.

Safeguarding Information

The school is fully committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share the same commitment. We ensure that all our recruitment and selection practices reflect this commitment.

The above post will be subject to enhanced Disclosure and Barring Service (DBS) checks and a barred list check before appointment to the post. The DBS check will reveal both spent and unspent convictions, cautions and any other information held by local police that is considered relevant to the role. Any convictions listed on a DBS check will be considered on a case-by-case basis. Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks including receipt of two satisfactory references.

If you're interested in this position please see our school website for the application form (CES only, no CVs). Applications to be sent to c.stott@st-annes-jun.manchester.sch.uk

We also welcome all potential candidates to visit and look around the school. You can arrange this by ringing the school office and asking for the School Business Manager.

