

Crossacres Primary Academy

Administration Manager/PA

Grade 6 Permanent (SCP 27-31)

Term time only Payable £21,944 to £25,117 per annum

We are seeking to appoint an excellent and efficient Administration Manager/PA to join our admin team.

Our school is:

- determined to provide the best service we can for our children, families and staff.
- a forward looking academy where an emphasis is placed on keeping up to date with new technologies.
- a place where all staff are hard-working and ensure the academy's success through constantly striving to discover innovative working methods and demanding the best from ourselves.

If you feel like you would thrive in this environment and would like to help shape the future generation of South Manchester, we would love to hear from you.

Closing date: 9am Monday 16th July

Start date: Monday 3rd September

Safeguarding information

Our school is fully committed to safeguarding and promoting the welfare of our children and we expect all staff and volunteers to share the same commitment. The above post will be subject to enhanced DBS checks, satisfactory references and will be exempt from the provisions of the Rehabilitation of Offenders Act 1974

Visits to the school are welcome.

Please email the Headteacher, Suzanne Blay, to arrange an appointment at head@crossacres.manchester.sch.uk