

Wellington School 11 – 18 School with Academy Status



Administrative Assistant Term Time plus 10 days

**36.25 hours per week, 8.00 a.m. until 4.00 p.m. daily, Monday to Friday
Term Time plus 10 days**

Point 6 to 11 (£25,183 to £27,269 pro rata per annum) Actual salary £21,926 to £23,742

Wellington School wish to appoint a highly motivated and experienced Administrative Assistant as soon as possible to join our hard working and dedicated team of staff in the busy School Office.

You will support a range of admin functions and should be confident in carrying out telephone and reception duties, responding to enquiries from parents and other visitors. Accuracy and attention to detail is essential in all areas of work.

The successful applicant will have excellent communication skills and be able to work as part of a team or independently using own initiative and be able to handle situations sensitively and compassionately.

The post is open to applicants from a range of backgrounds within or outside of the education sector. An ability and desire to work with young people is essential.

For further details and an application pack, please see the School Website

www.wellington-school.co.uk

Wellington School, Wellington Road, Timperley, Altrincham, Cheshire, WA15 7RH

Tel: 0161 928 4157

Email: recruitment@wellington.trafford.sch.uk

Closing date: Noon, Tuesday 19th August 2025

Wellington School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, online searches and a satisfactory Enhanced Criminal Record with Barred List check through the Disclosure & Barring Service (DBS).

Honesty Community Excellence Fairness Endeavour