

Wellington School 11 – 18 School with Academy Status



Teacher Support/Admin Assistant

Required as soon as possible

Term Time plus 3 weeks during School holiday periods

36.25 hours per week, 8.30am – 4.30pm

Point 6 (£25,989 pro rata per annum). Actual salary £23,191

We are looking to appoint a Teacher Support/Admin Assistant to provide practical and administrative support for school trips, careers and subject areas. The role involves a significant number of practical tasks around the School site e.g., preparing displays, classroom resource production.

The successful candidate will possess a real can-do attitude, be used to working in a busy environment and be able to demonstrate excellent general administrative skills including high standards of presentation of work. They will also be an enthusiastic, versatile team member willing to respond to the challenging and varied needs of this post.

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, Monday 1st December 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).