

Saint Ambrose College

State-funded Independent Catholic Grammar School
Principal: Mr D. Rainey B.Ed (Hons)



School Secretary

Temporary position (6 months)

Part-time, 29 hours per week

Term time, Inset days, plus 5 days during the summer holidays

Salary based on new NJC Grade 4, Scalepoint 7 to 11
(Actual starting salary £18,252 per annum)

St Ambrose College is seeking to appoint a highly organised and professional individual to join our administrative team as a **Temporary School Secretary** for a fixed term of six months.

This is a key front-facing role within the College, providing efficient and effective administrative support while acting as a first point of contact for parents, pupils, staff, and visitors.

St Ambrose College is a high-performing Catholic grammar school where students benefit from an ambitious curriculum, high expectations, and a strong culture of respect and personal development. We are proud of our inclusive community and the excellent attitudes to learning demonstrated by our students. The successful candidate will play an important role in representing these values.

Experience within an educational setting or admissions environment would be advantageous, although not essential.

Key Responsibilities:

- Providing comprehensive administrative and clerical support to the school office
- Acting as the first point of contact, managing telephone, email, and face-to-face enquiries
- Maintaining accurate pupil records and school information systems
- Assisting with attendance records and reporting procedures
- Supporting the organisation of school events, meetings, and communications
- Undertaking general office duties including filing, data entry, and correspondence

The Ideal Candidate Will:

- Have excellent organisational and administrative skills
- Demonstrate strong interpersonal and communication skills
- Be proficient in Microsoft Office and general IT systems
- Be able to manage a busy workload with accuracy and attention to detail
- Maintain confidentiality and professionalism at all times
- Have previous experience in an administrative role (experience in a school environment is desirable but not essential)

Hale Barns, Altrincham, WA15 0HE

t: 0161 980 2711 e: office@st-ambrosecollege.org.uk www.st-ambrosecollege.org.uk

Saint Ambrose College, part of the Laetare Catholic Multi-Academy Trust. Registered number: 15731145



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Closing date for applications: Friday 15 May 2026 at 9am
Interviews to take place during week commencing 18 May 2026
Start date: ASAP

Please send completed applications to recruitment@st-ambrosecollege.org.uk

Those interested in applying, or wanting to find out more about possible flexibility are strongly encouraged to contact the school to arrange a visit to discuss the role in further.

Please contact: recruitment@st-ambrosecollege.org.uk

Applicants must complete the application form which is available on our college website (vacancies page): <https://www.st-ambrosecollege.org.uk/>

Please also include a supporting statement of no more than 2 sides of A4 paper, with a minimum font size of Arial 11, referring to the person specification and job description/responsibilities.

Applicants also need to complete a Recruitment Monitoring Form and Rehabilitation of Offenders Act 1974 Disclosure Form.

The school is committed to equal opportunities, safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

We are an equal opportunity employer. We are also a multi-ethnic school and we particularly welcome applications from ethnic minority candidates who are under-represented in our staff population compared to our pupil population.

Any offer of appointment for post is subject to a satisfactory DBS check.

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