

W I T H I N G T O N G I R L S ' S C H O O L



RECRUITMENT PACK: **SCHOOL ADMINISTRATION ASSISTANT/RECEPTIONIST**

ABOUT WITHINGTON GIRLS' SCHOOL

Withington is a leading independent day school for girls aged 7 to 19, achieving some of the best academic results in the country with dedication, compassion and joy.

We prioritise knowing each pupil as an individual, providing tailored care and support in a nurturing environment. This allows us to maintain our position as the North West's top-performing independent school, whilst ensuring our girls grow into happy, confident and independent young women who feel genuinely valued throughout their journey with us. Above all, Withington is a place where enthusiastic learners flourish, supported by staff who are deeply committed to pastoral care and personal development. Our proactive wellbeing programme ensures every pupil receives the support she needs to thrive academically and personally.

The most recent ISI report recognised our commitment to cultural understanding and respect as ***"a significant strength of the school"***, highlighting the opportunities we provide for discussion and reflection across all faiths. [Read more here.](#)

FINANCES

With an annual turnover of over £10M, Withington is in a healthy financial position and can look to the future with confidence. The Governors are keen to explore potential increases to commercial income, currently derived from facility lettings and holiday activities.

WGS TRUST

Withington Girls' School is a company limited by guarantee and registered charity. The WGS Trust is a separate registered charity supporting the School's educational advancement, with Trustees appointed by the Governors. The Trust aims to support the provision of outstanding educational opportunities for talented girls, irrespective of financial background.

True to our founding principles, we believe that the pleasure of learning brings its own reward, sustaining and enriching individuals throughout their lives. We aim to open as many doors as possible for our pupils in terms of learning. Respect for ourselves and others alongside personal responsibility underpin our school community. We celebrate diversity, value teamwork, and encourage everyone to play their part, with older pupils and alumnae providing inspirational role models.

EQUALITY, DIVERSITY AND INCLUSION

We're an inclusive school and our proactive approach to equality, diversity and inclusion reflects this culture. It enables everyone, whatever their background, to feel safe, respected and valued here, drawing on diverse voices and experiences that make us proud to be the best possible reflection of Greater Manchester's diversity. We never take these principles for granted, which is why we continue developing our strategy so that every girl feels welcome applying here.

PROUDLY ALL GIRLS

Our single-sex environment is a powerful catalyst for unlocking every girl's potential. Without the subtle pressures of gender dynamics, our pupils feel genuinely free to explore every aspect of themselves - speaking up fearlessly, taking creative risks, and pursuing leadership without hesitation. When they leave, our young women carry an unshakeable confidence that they belong anywhere, pursuing any ambition.

Being proudly all girls means creating an environment where young women don't just succeed - they soar.

BURSARY PROGRAMME

We don't want financial circumstances to be a barrier preventing girls who have demonstrated their potential to take up a place at our school. Our ambitious bursary programme is central to the ethos and values of the school and 1 in 6 senior school pupils receive means tested financial support.



ETHOS, AIMS & VALUES

OUR WITHINGTON ETHOS

WELLBEING and INCLUSION
All pupils are nurtured, supported and encouraged to reach their full potential, academically, socially and personally within our caring community

RESPECT and RESPONSIBILITY
The golden rule of respect for self, respect for others and personal responsibility underpins our school community and extends beyond the classroom into the wider world

BEYOND the CLASSROOM
Pupils develop talents, skills, interests and character through the wealth of extra-curricular opportunities on offer

WHERE GIRLS SHINE

LOVE of LEARNING
The pleasure of learning is its own reward; valuing and understanding how to learn sustains and enriches us throughout our lives

COMMUNITY and DIVERSITY
We are a community where diversity is celebrated, teamwork valued and every pupil is encouraged to play their part; older pupils and alumnae provide inspirational role models

withington GIRLS' SCHOOL EST. 1890

WHERE GIRLS SHINE

OUR WITHINGTON AIMS

- 1** **TO INSPIRE** PUPILS WITH AN OUTSTANDING EDUCATION...
...through a strong, regularly reviewed curriculum, evidence-based teaching strategies, and transformative technology, ensuring relevance, inclusivity, engagement, and enhanced pupil outcomes
- 2** **TO CULTIVATE** PERSONAL DEVELOPMENT, WELLBEING AND A SENSE OF SAFETY...
...by fostering an inclusive school environment, holistic pastoral care and enshrining strong values that shape the school's culture and community relationships
- 3** **TO CHAMPION** OUR COMMUNITY...
...by ensuring the quality, motivation, and wellbeing of its staff, fostering meaningful relationships with parents, alumnae, and local stakeholders, and strengthening the school's influence through robust community engagement
- 4** **TO EMPOWER** FUTURE GENERATIONS...
...by further securing long-term financial health, maintaining a strong and stable pupil body, developing additional income streams for the school, and implementing a well-defined marketing strategy to remain competitive and attractive to all

withington GIRLS' SCHOOL EST. 1890

WHERE GIRLS SHINE

OUR WITHINGTON VALUES

RESPECT
FOR SELF

RESPECT
FOR OTHERS

PERSONAL

RESPONSIBILITY

LOVE OF

LEARNING

withington GIRLS' SCHOOL EST. 1890

WHERE GIRLS SHINE

"A broad and enriching curriculum enables pupils to develop self-esteem, moral values, spiritual knowledge and an understanding and respect for one another."

ISI Report 2025

SCHOOL STRUCTURE

Withington offers pupils a continuous and supportive journey from Junior School through to the Sixth Form. At every stage, the school combines academic challenge with dedicated pastoral care and opportunities to develop confidence, curiosity and a strong sense of community.

JUNIOR SCHOOL

Pupils begin their Withington journey in a welcoming environment that encourages confidence, curiosity and independence. Teachers get to know each pupil well personally and academically, whilst specialist teaching in subjects such as IT, Music and Languages, and well-used outdoor spaces, enrich learning. The House system, varied activities and wraparound care help build a strong sense of belonging and community, with Form Tutors providing consistent support and guidance. Outdoor play and learning form an important part of daily life.

SENIOR SCHOOL

As pupils move into the Senior School, they enjoy a broad curriculum whilst having opportunities in sport, music, drama and a wide range of clubs. The House system, dedicated form time and assemblies create strong friendships and allow for personal growth, whilst trips, visiting speakers and enrichment activities broaden horizons. Academic challenge is balanced with strong pastoral support from Heads of Year and Form Tutors, and pupils are encouraged to discover and develop their talents both in and beyond the classroom within a caring environment that celebrates individual achievement.

SIXTH FORM

In the Sixth Form, pupils join a close-knit community where they are encouraged to excel whilst taking on new challenges. Small classes, a wide choice of A Levels, the Extended Project Qualification and a varied enrichment programme prepare pupils for life beyond school. Sixth Formers take on leadership roles, support younger pupils and contribute to the wider life of the school, with many progressing to Russell Group universities and other competitive courses.



"Withington's motto is 'Ad lucem' (towards the light), a most fitting way of encapsulating the standard of education at this remarkable school. It's an inspiring place where very able girls who thrive on being fully engaged in a broad and stimulating curriculum will shine brightly."

The Good Schools Guide

ACADEMIC SUCCESS

A genuinely outstanding school isn't judged solely on its results and league tables.

That's why a Withington education is about so much more than academic performance. However, we can't help but feel a deep pride in the remarkable results achieved by our students. They're a credit to our dedicated staff - and, most importantly, the results are a testament to our wonderful girls.

But please don't just take our word for it. We've been named **Independent School of the Year for Academic Performance in the North West** in the prestigious Sunday Times Parent Power Schools Guide 2026. It's our seventh consecutive year of receiving awards from The Sunday Times, including being named as **North West Independent Secondary School of the Decade in 2021**.

AMBITIOUS ATTITUDE

When our girls leave us to continue their educational journey, we're delighted to see that 80% of leavers gain places on their preferred degree courses at their chosen universities. We're proud of each and every student. The breadth of subjects our students progress to study reflects the wide range of opportunities they experience here at Withington.

IN THE LAST FIVE YEARS:

OXBRIDGE

12.6%

RUSSELL GROUP

74.2%

OTHER
(INC GAP YEAR)

13.2%

IN 2025:

82% OF GCSE GRADES
ACHIEVED AT 8/9

91% OF A LEVEL
GRADES A*-B



"We were bowled over by the girls. Every single one was confident, but not arrogant. In discussion with us they were respectful of their peers and made some extremely mature and insightful comments, often well beyond their years."

The Good Schools Guide

CURRICULUM

Withington Girls' School offers an exceptional, carefully structured curriculum that supports pupils at every stage, from Junior School through to Sixth Form, combining academic rigour with creativity, curiosity and personal development.

JUNIOR SCHOOL

The Junior School Curriculum is based on the National Curriculum but extends beyond it to provide a broad, enriched educational experience that fosters curiosity and a love of learning. Pupils study a wide range of subjects alongside enhanced opportunities in physical education, music, languages, and creative thinking, with five PE lessons and two music lessons each week and a different language introduced in each year group. The curriculum places strong emphasis on personal development through PSHCE, encourages exploration of big ideas through dedicated thinking lessons, and is enriched by trips, outdoor learning, and close links with the Senior School, allowing access to specialist facilities and teaching.

SENIOR SCHOOL

The Senior School Curriculum provides a balanced and inspiring academic programme designed to help pupils discover their strengths and interests while building on elements of the National Curriculum that best support their learning. Pupils in Years 7-9 study a wide range of subjects including English, maths, sciences, languages, humanities, arts, design and technology, and physical education, with some lessons taught in smaller groups to enhance learning. At GCSE, core subjects such as English Language, English Literature, mathematics and science are complemented by optional courses including modern languages, arts, computer science and more, and all pupils also have timetabled PSHCE and PE. Technology is integrated purposely across the curriculum, with students using their own devices for learning and homework. As pupils progress, the curriculum becomes more specialised, preparing them for future study and careers through a combination of academic rigour and broader personal development.

SIXTH FORM

The Sixth Form Curriculum allows students aged 16-19 to specialise in subjects they are most passionate about by choosing to study three or four A Levels from a broad list that includes sciences, languages, humanities, arts, maths and more. Students are encouraged to take the Extended Project Qualification (EPQ) alongside their A Levels to pursue independent research in an area of personal interest, and there are extension sessions for those applying to highly competitive university courses or wanting to go beyond standard A Level content. Learning is enriched by trips, conferences and extra-curricular opportunities.



CO-CURRICULAR

Our broad curricular and co-curricular programmes support pupils in developing confidence, creativity, and a lifelong love of active engagement, whether through sport, music, drama, or a wide range of other opportunities, while fostering an understanding that a balanced, healthy lifestyle underpins wellbeing in all its forms.

We believe that co-curricular activities are key to a full and rounded education, contribute to physical and mental wellbeing and help our pupils to develop confidence and skills in creativity, communication, time management, leadership, critical thinking and resilience.

An extraordinary array of clubs and societies means there is something for everyone, from coding to garage band, photography to sign language and much more in between.

Enquiring minds can dig deeper into a subject that captures them and engage beyond the curriculum through our clubs. And of course, there is the opportunity to take the lead by joining a committee, running activities for younger pupils or by starting a new club or society.

Clubs meet at lunch time or after school and many of the school buses provide a late service to make taking part easy.



COMMUNITY & PARTNERSHIPS

As a forward-thinking, outward-looking school, our ethos of respect for self, respect for others and personal responsibility underpins our connections beyond the school gates.

We have a strong track record of delivering sustained, mutually beneficial partnerships with state schools and community organisations that benefit local, national and international communities. Hundreds of pupils each year benefit from enterprising, fun and engaging activities that develop their skills and knowledge while forging new experiences and friendships.

Locally, our partnerships create meaningful impact across Manchester and beyond. One of our longest running programmes, SHiNE Together, provides Saturday morning classes for boys and girls in Years 5 and 6 in an exciting range of subjects. Our musical partnership, Manchester Sings, brings together hundreds of children from our region to celebrate music and recognise the power of community. Meanwhile, our Science Communicators - Sixth Form scientists who deliver exciting

science shows and activities to primary and secondary school partners - inspire younger audiences while developing valuable communication and personal skills alongside their subject knowledge.

Looking ahead, Future Focus represents our commitment to empowering the next generation of young women. This series of conferences aims to inspire confidence, develop self-esteem and improve mental health - equipping participants with essential skills to succeed and flourish in their future lives and careers.

Our reach extends far beyond the UK through our transformative Gambia programme, which has developed over the last 20 years to advance educational opportunities in remote rural locations. We have established a strong partnership with the Mama Tamba Nursery School in Illiasa, a small village in inland Gambia, where we are guided by local contacts who work with village elders to assess needs and advise how we can best support the community.



"Leaders provide a warm, caring and supportive environment. The school has a clear sense of community."

ISI Report 2025

PASTORAL SUPPORT & WELLBEING

At Withington Girls' School, we believe that exceptional education flourishes when both students and staff feel genuinely supported and valued.

PUPIL WELLBEING

By knowing and understanding each pupil as an individual, we can nurture her potential within our exceptionally warm, friendly and caring environment. Withington girls achieve outstanding academic success alongside vital personal and social development.

We work closely with families throughout each girl's time at Withington, helping us identify anything that might impact her personal development so we can offer relevant support at every stage. Through our proactive Personal, Social, Health & Citizenship Education (PSHCE) programme, pupils learn about themselves and the wider world. Our specialist team, including Form Tutors, Heads of Year and health professionals, works together to ensure their wellbeing.

STAFF WELLBEING

We recognise that outstanding teaching comes from staff who feel valued and well-cared for. Our comprehensive wellbeing package includes highly attractive remuneration and pension schemes, healthcare through Simply Health, death in service benefit, and complimentary school lunches. Staff benefit from our fitness suite and classes, on-site parking, EV car charging, library access, and additional PPA time for teaching staff.

This approach to staff wellbeing contributes to our notably stable and happy staff community - colleagues who are genuinely invested in the school's mission and enjoy long, fulfilling careers here. It's this stability that helps create the supportive environment in which our pupils flourish.

NATIONAL WELLBEING AWARD

Withington Girls' School has received the national **Wellbeing Award for Schools**, recognising its strong commitment to pupil and staff wellbeing. The accreditation followed a thorough assessment of the school's pastoral care, inclusive culture and embedded wellbeing practices, with pupils and parents highlighting accessible support and a positive community that underpins both personal development and academic success.



"Pupils reported that if they have any concerns, they are able to access the pastoral team easily, and staff consistently make time to speak with them when needed. They described staff as welcoming and approachable, stating that they never feel unable to speak to someone. They expressed that they never feel "lost in the crowd" and that their individual needs are recognised."

Wellbeing Award for Schools Report

OUR LOCATION

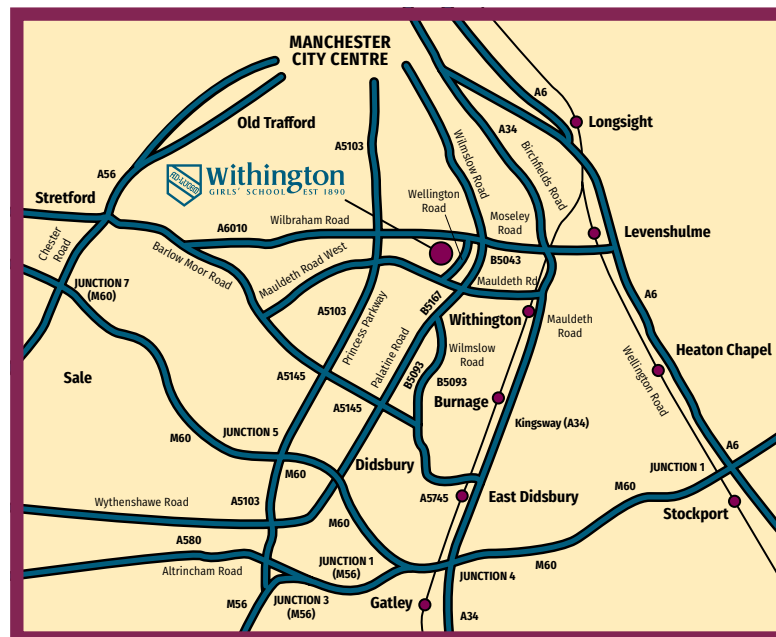
Withington Girls' School is ideally situated in Greater Manchester, one of the UK's most dynamic and culturally rich regions. The school benefits from excellent transport connectivity, with direct rail links to London, Birmingham, Bristol, Leeds, and York. Manchester Airport is conveniently nearby, and the school's proximity to the M6 and M62 motorways allows for good road connections.

The school sits within reach of some of Greater Manchester's most sought-after residential areas, including Didsbury, Cheadle, and Altrincham - leafy suburbs that offer the best of both worlds: metropolitan amenities alongside green spaces and a strong community feel.

Manchester's cultural landscape is particularly compelling, with the city attracting world-renowned artists and hosting internationally acclaimed festivals such as the Manchester International Festival. The region is home to leading universities, including The University of Manchester, recognised as a centre of teaching excellence and world-class research.

For those who appreciate the outdoors, the location offers excellent access to the Peak District and Lake District, both within easy reach.

As the birthplace of the industrial revolution, Manchester has always been a place where things happen. Today, that energy translates into a forward-thinking region that provides an exciting backdrop for anyone working and living in the area.



JOB DESCRIPTION

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

JOB TITLE:	School Administration Assistant/Receptionist
REPORTING TO:	Chief Financial and Operating Officer
DEPARTMENT OVERVIEW:	The School Administration Team is a Support staff function and consists of three School Administration Assistants/ Receptionists responsible for the provision of the school Reception and school administrative tasks. The role of School Administration Assistant/Receptionist plays an integral role in the operation of Withington Girls' School, working closely with all support staff, teachers and the Senior Leadership team, as well as other stakeholders including prospective and current parents, alumnae, visitors and the local community.
ROLE OVERVIEW:	To provide generalist administrative support to all stakeholders of the school and to be the first point of contact on Reception for visitors to the School. The role of School Administration Assistant/Receptionist will ensure a positive and welcoming impression to all, offering assistance and information when required. You will play a vital role in ensuring the smooth and efficient running of the School while delivering an exceptional administrative support service to our whole school community. The role will involve working collaboratively with the other School Administration Assistants/ Receptionists on a shift basis on both the Reception desk and in the School Office, depending on the School requirements and as directed by the Line Manager. The School Administration Assistant/Receptionist will have excellent inter-personal skills, work calmly under pressure, and have a professional appearance. The role involves substantial contact with staff and pupils within the School. This is a part time, term time plus two weeks position. The role will be 20 hours per week, working Monday to Friday 2:00pm – 6:00pm. There may be the requirement to work additional hours. The post holder will need to be flexible and have the ability to work extra hours at short notice. The full-time equivalent salary for the role is £25,295 per annum, which is point 9 on the Withington Support Staff Pay scale. Based on the working hours, the actual salary will be £11,311 per annum. There will need to be a degree of flexibility with the role to cover for after School events – such as parents' evenings, plays and other extracurricular events. All team members will share these responsibilities. There may occasionally be a School event at a weekend – such as the annual Saturday open day. Any extra hours worked as a result of such events will be paid as overtime or taken as time off in lieu. This job description is written at a specific time and is subject to change as the demands of the School and the role develops. The role requires flexibility and adaptability and the employees of the School need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.
CHILD PROTECTION & SAFEGUARDING:	Withington Girls' School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is the post holder's responsibility to promote and safeguard the welfare of children. You will comply with the Withington Pupils' School Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.



JOB DESCRIPTION

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

MAIN DUTIES & RESPONSIBILITIES:

1. To work with other members of the School Administration team to ensure a professional and efficient reception area at all times
2. To warmly welcome and receive visitors to the School when working on the reception desk - managing the signing in and out process and contacting staff to escort visitors to their destination, as appropriate - in line with all Safeguarding and school policies
3. To operate the school switchboard and answerphone to receive, acknowledge and transfer calls. Announce calls when transferring and deliver messages in a timely manner
4. To manage the signing in and out process for pupils who arrive/depart at times other than at the normal start and end times of the School day, ensuring all necessary paperwork and systems are updated in line with Safeguarding procedures
5. To communicate confidently and provide a point of contact for pupils, staff and visitors, dealing with, and resolving any enquiries
6. To deliver high-quality general administrative support including correspondence, records and systems
7. To maintain accurate data at all times - using and updating school systems such as School Base, Parent Pay and other MIS platforms ensuring confidential information is handled with discretion and professionalism
8. To ensure all the school meeting rooms and the Conference Room are presentable, tidy and maintained to the highest standard, ready for visitors and staff
9. To undertake administrative duties to support the delivery of teaching and learning. This includes letter writing, copying, scanning, general bookings and telephone calls on behalf of teachers or other staff members
10. Produce templates, forms and resources as directed by members of the Senior Leadership Team
11. To work closely with the Executive Assistant to the Head, Chief Financial and Operating Officer, Operations and Educational Trips Manager, delivering administrative support where required
12. To provide administration support for all school lettings - liaising with colleagues and external parties as appropriate and ensuring the relevant finance or booking systems are updated
13. To undertake administrative duties to support in the arrangement and co-ordination of school events and the day to day running of the school. This will involve working proactively with colleagues to ensure all school events run smoothly and any issues are reviewed and addressed in advance. This includes, but not limited to, such events as School concerts, parents' evenings, open events and associated marketing initiatives
14. To oversee the risk assessment procedure for all internal school events and manage the workflow of the process. This includes reviewing the forms and ensuring these are fully completed and accurate before sharing with the Senior Leadership Team for review and sign off. This also involves updating and reviewing the process and procedure annually.



JOB DESCRIPTION

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

MAIN DUTIES & RESPONSIBILITIES:

15. To manage the process of classroom and office/workplace risk assessments ensuring actions are completed in a timely manner and all issues are followed up accordingly with colleagues in the Site Team and Senior Leadership Team where required
16. To work closely with the Cleaning and Site Team to ensure that any issues around the building or site are addressed and rectified at the earliest opportunity
17. To update pupil records on School Base as and when required, supporting colleagues in the Admissions team and School Health team
18. Complete all non-academic references for current and ex pupils and ensure these are returned in a timely manner
19. To be the point of contact for all transport enquires whether this is from bus companies or parents, ensuring communications regarding early/late finishes are sent out. Annually update the school travel guide.
20. To provide administrative support to all staff in booking transportation (trains, buses, taxi's etc) as and when required
21. To receive and distribute incoming post and frank outgoing post ready for collection at the end of the day
22. To work collaboratively with the other School Administration Assistants/Receptionists to ensure all reception and administration work is completed and actioned in a timely manner – sharing information and tasks where appropriate if team members are working different shifts
23. To work collaboratively with the Site Team and Finance Team to ensure all orders and deliveries are received, distributed and accounted for
24. Maintain the reception diary with appointments, visitors and logging of late leavers
25. To manage and respond to all emails to the 'admin' email account. Ensuring all emails receive a timely response and details are shared with other staff, where relevant
26. All School Administration Assistants/Receptionists will receive First Aid training to support and assist with pupil welfare
27. To work closely with the Fire Officer in the event of school fire evacuations, ensuring all relevant information is taken to the evacuation point
28. Ensure integrity of school safe and contents, including lost valuables and accounting for all petty cash
29. Manage and process payments on Parent Pay for the Senior School, this includes staff, pupil and parental requests
30. Assist with organisation of school lockers, ordering keys, opening lockers, working with site staff to fix broken lockers and prepare ready for the new school year
31. Manage the school lost property - identifying owners and returning items
32. Support the PTA with the distribution of second-hand uniform
33. To identify and implement improvements to the ways of working with a continuous improvement mindset
34. Take minutes at School meetings, as and when required, and type up and circulate in a timely fashion



JOB DESCRIPTION

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

MAIN DUTIES & RESPONSIBILITIES:

35. To liaise with the Late Stay Supervisors to ensure the collection of pupils at the end of the day is managed safely and efficiently
36. To check that the late buses arrive and ensure all girls waiting for them board and depart quickly. Helping any pupils who miss buses either after school at 4.00pm or at 5.15pm to make suitable arrangements for getting home. Taking proactive action when buses are late by contacting bus companies and keeping pupils informed
37. To ensure effective working relationships are built with the other School Administration Assistants/Receptionists - effective handovers take place and that Reception is staffed for after school activities. Flexibility is required to cover colleagues' absences and occasional evening, weekend and outside term time events
38. Ensure the school office and the school office kitchen is tidy and presentable – with the dishwasher emptied, milk ordered and drinks are offered to visitors. Work collaboratively with the Cleaning and Catering teams
39. To understand, and follow, all school policies
40. To maintain good order among the pupils and safeguard their health, safety, and welfare in accordance with school policy on school premises
41. To develop self through CPD and improve IT skills, attending courses in order to maximise effective use of all school systems
42. To undertake any other duties that might be reasonably requested by the Chief Financial and Operating Officer or any other members of the Senior Leadership Team

BENEFITS:

In addition to providing a warm and inclusive working environment, Withington also offers a comprehensive package:

- Induction, support and ongoing personal development
- CPD and support with further training and courses
- A competitive Withington Pay Scale
- Workplace pension with 3 x death in service benefit and a 10.6% employer contribution.
- Free School lunches provided daily and a subsidised breakfast is also available to purchase
- Occupational health services and counselling provision
- Fully Funded Healthcare Plan through Simply Health
- EV car charging points (subject to school procedures)
- Cycle storage and staff changing facilities
- Following induction, free use of the fitness suite
- Weekly staff fitness classes
- Regular social gatherings
- Tea, Coffee and refreshments in a friendly staffroom
- Family-friendly policies
- Respectful and inclusive culture



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	• GCSE or equivalent in Maths and English	• First aid qualification	• Production of the Applicant's original certificates
EXPERIENCE	• Proven track record of working on Reception or in a public facing Administration role • Fully proficient in the use of Microsoft Office packages • Flexible in approach, going the extra mile to get the job done and achieve a deadline	• Knowledge and understanding of databases • Experience in an educational setting	• Contents of application form • Evidence of experience • Interview • Professional references
SKILLS & KNOWLEDGE	• Good command of English both spoken and written • Excellent organisational and time management skills • Excellent attention to detail and accuracy • Excellent communication skills, both confident and articulate in conveying a message • Good telephone manner in dealing with a range of callers • The ability to build relationships with stakeholders and a warm and enthusiastic manner • A sound understanding of safeguarding requirements within a school setting		• Contents of application form • Interview • Professional references



PERSON SPECIFICATION

PERSONAL COMPETENCIES & QUALITIES

ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
• Professionalism and outstanding role model for young people and colleagues • Passion for helping children and young people learn • Ability to form and maintain positive and appropriate relationships and personal boundaries with children and young people • Ability to engender confidence in young people • Commitment to ongoing professional development • Commitment to diversity and inclusion • Trustworthiness and integrity • Tact and diplomacy in dealing with others • Assertive in manner, but effective in approach. • Self-awareness; ability to seek and take advice • A warm, friendly and patient manner • Professional appearance in creating a good first impression of the School • Discipline and time management skills • Ability to work independently and on own initiative to agreed timelines. Willingness to work cooperatively with all colleagues • A sense of humour • An outstanding ambassador for Withington Girls' School, its ethos and values		• Contents of application form • Interview • Professional references



THE SUNDAY TIMES SCHOOLS GUIDE

In December 2025, Withington was named Northwest Independent School of the Year for Academic Excellence. This marked the seventh consecutive year the school has received an award from The Sunday Times, including being named as North West Independent Secondary School of the Decade in the 2021 edition of the Schools Guide.

GOOD SCHOOLS GUIDE REVIEWS

Junior School - Last word

"Withington Girls' Junior School ticks an awful lot of boxes. Pupils have to be bright and able to work at a fast pace, but if this is your daughter then the teaching, environment, extracurricular opportunities and sheer exuberance and chutzpah of this place will open doors and opportunities. What's not to like?"

Senior School - Last word

"Withington's motto is 'Ad lucem' (towards the light), a most fitting way of encapsulating the standard of education at this remarkable school. It's an inspiring place where very able girls who thrive on being fully engaged in a broad and stimulating curriculum will shine brightly."

TATLER SCHOOLS GUIDE 2026

"Withington is an undeniably academic establishment: its most recent results saw more than 40 per cent of A-levels graded A, and 55 per cent of GCSEs scoring coveted nines. But if the school encourages students to succeed, it isn't afraid of letting them fail so long as they've had a go.*

And have a go they do: netball and lacrosse are strong and competitive; there are opportunities to practise yoga and dance; and the thriving and eclectic array of clubs, which includes Model United Nations, basketball and an electric harp ensemble, is much-loved by the children, with one saying: 'The number of extracurriculars is massive. I'm constantly wondering what else I can do - although with everything available, I'm never stumped.'"

WELLBEING AWARD FOR SCHOOLS

Withington has earned the Wellbeing Award for Schools (WAS), a national accreditation that recognises our school's commitment to supporting the wellbeing of pupils and staff. The report indicates that Withington demonstrates a mature, embedded and evolving wellbeing culture.

Pupils reported that if they have any concerns, they are able to access the pastoral team easily, and staff consistently make time to speak with them when needed. They described staff as welcoming and approachable, stating that they never feel unable to speak to someone.

Parents shared that they continue to be positively surprised by the breadth and quality of support offered. Although the school is widely recognised for its academic success, they highlighted that it also actively celebrates culture and fosters a strong sense of community.

Staff reported that wellbeing is embedded throughout the entire employee lifecycle. New staff receive a thorough induction that covers all relevant aspects of school life, and additional lunchtime sessions are available during their first term to support transition and integration.

