

VACANCY: Administration Level 2

Job Reference:	ADMIN/L2/260512
Required:	As soon as possible following clearances
Working Pattern:	Part time, 1 day per week (7.4 hours/0.2FTE)
Contract Type:	Permanent, term time only
Location:	Cardinal Langley RC High School, Middleton, Manchester, M24 2GL T: 0161 643 4009 / E: admin@clrchs.co.uk / W: www.clrchs.co.uk
Salary Grade:	Grade 3, Points 5-6
Actual salary:	£4,381 - £4,450 (£25,583 - £25,989 full time, full year equivalent)

Due to internal staff changes, we are looking to appoint a Level 2 Administrator to join our busy school office and reception team.

This is a permanent position working during term time only, one day per week (Fridays).

Actual hours of work are anticipated to be from 7:30am until 3:30pm, to be discussed and agreed at interview, and will include a 36-minute, daily, unpaid break.

To apply, please complete the CES application form for support staff and email it to recruitment@clrchs.co.uk quoting the job reference [ADMIN/L2/260512](#) on the application form.

You will need to show in your application and at interview how you meet the criteria in the person specification. Please note that all applications must be on the appropriate CES application form; we cannot accept other application forms or CVs.

The ability to converse at ease with customers and service users and provide advice in accurate spoken English is an essential requirement of this post.

The closing date for receipt of applications is 11:59pm (23:59) on Tuesday 12th May 2026.

We anticipate that Interviews will take place on Thursday 21st May.

Applicants are advised that by applying for this position they are declaring that they are not subject to any immigration controls or restrictions that prohibit them undertaking work in the UK, and that they are able to provide proof of their Right to Work in the UK if they are invited to attend an interview.

Employer and other references: You will need to be able to provide the name and contact details of two suitable referees. Your first referee should be your current employer, or most recent employer if you are not currently in work. In a school or college, your referee will be the Headteacher/Principal. If you have ever worked with children (paid or unpaid) please include this as one of your references. We will contact your referees by email if your application is shortlisted, so please provide an email address for them on the application form and contact them in advance to give them your consent to provide the reference. If you have worked outside of the UK, you will be asked to provide references to cover this period, if appointed, along with any DBS equivalent issued by the relevant authority. **Please note, we cannot accept references from family and friends.**

Qualifications: At interview, you will be asked to produce evidence of any qualifications listed as essential in the person specification. This will be an original certificate issued by an accredited examination board or professional body.

Identification: To be appointed, you must be able to provide the following pieces of identification:

- A piece of official, photographic identification, such as a Passport, Driving Licence Photocard, etc.
- Your Birth Certificate along with evidence to support any name changes (Marriage/Civil Partnership Certificate, Deed Poll, Decree Absolute/Civil Partnership Dissolution Certificate, etc.). This does not apply to a change of surname due to adoption before the age of ten.
- Proofs of Identification for your Disclosure and Barring Service check (please refer to the list of valid id documents). Between them, these documents must confirm your name, current address and date of birth.

- Recent evidence of current address: This should be an official document which confirms your name and current address and is dated within the last three months.
- Proof of right to work in the UK (please refer to the id checklist)

Please note: All documents must be originals – we cannot accept scans or photocopies. If you cannot produce the required documentation within the given timescale, it may result in any offer of employment being withdrawn.

Safeguarding: Cardinal Langley RC High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our Child Protection and Safeguarding Policy and Procedures can be found [here](#).

This post is classed as regulated activity (RA) and is subject to an enhanced Disclosure & Barring Service (DBS) and background check (including children’s barred list check for the child workforce). A criminal conviction will not necessarily be a bar to obtaining employment but it is an offence to knowingly apply for, offer to do, accept, or do any work in a regulated position if you have been disqualified from working with children.

This post is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. As such, you will be required to disclose any relevant criminal history if shortlisted. Guidance on the filtering of cautions and convictions can be found [here](#).

As part of due-diligence in line with Keeping Children Safe in Education 2025 (para 225), the school will carry out an online search for all shortlisted candidates

Probationary period: Support staff positions are subject to a probationary period of up to 6 months in the case of new entrants.

Contract of Employment: Applicants are informed that if appointed to this post their contract of employment will be with Cardinal Langley RC High School Governing Board, which is the employer, and not the local authority.

We look forward to receiving your application!

