



Administrative Assistant - Part-time
(3 days per week)
Information for Applicants

Grangethorpe Road, Manchester, M14 6HS
0161 224 0447

recruitment@mhsg.manchester.sch.uk

Manchester High School for Girls

A Manchester High School Girl is known by her confidence and compassion. She is bright and passionate with a love of learning and is ambitious for herself and others. She is a kind, caring, well-rounded individual who wants to make a difference.

Our girls are remarkable.



Mrs Helen F Jeys – Head Mistress

At MHSG, we have been helping pupils achieve their potential since 1874 and have educated many women, who have made significant changes to our world. We are proud of our reputation for academic excellence, but recognise that our extra-curricular opportunities and caring ethos are equally important in supporting our pupils as they become outward-looking and forward-thinking young women.

Wellbeing is a priority and we help pupils develop an awareness of their own value as well as their responsibility towards others. We encourage our pupils to develop character; to build resilience, self-confidence and self-esteem so that they can flourish as individuals. We encourage them to aim high and be 'risk-takers', embracing the importance of failure and viewing challenges as stepping-stones to future progress.

We believe these qualities are fundamental for happiness and success both at school and in the world beyond Manchester High.

Our pioneering alumnae epitomise our approach. From the Pankhurst sisters who fiercely campaigned for women's voting rights, through to today's leaders, such as Deputy Political Editor of ITV News, Anushka Asthana, Catherine Mayer, Co-founder of the Women's Equality Party and Dr Kotska Wallace, Principal Engineer at the European Space Agency, our pupils go on to make a real difference.

Manchester High School for Girls does indeed have a long and distinguished history but we strongly believe an even more exciting future lies ahead.

Manchester High School for Girls is one of the leading independent girls' day schools in the country. It is a selective, academic school and is amongst the top schools nationally.

For 151 years, Manchester High School for Girls has taken pride in giving girls an academic education of the highest quality. Founded in 1874, the School has made a pioneering contribution to the development of women's education. All three of Mrs Pankhurst's daughters were educated here. The School takes its inspiration from its traditions and continues to produce students who distinguish themselves in many professions, becoming role models of successful and influential women. The character of the School has also been shaped by its accessibility to girls from a wide variety of social, cultural and religious backgrounds so that a community has developed which both values individuality and promotes tolerance.

The School is a non-denominational, independent day school, which has charitable status. It is also a member of the Girls' Schools Association, The Head's Conference and of the Association of Governing Bodies of Independent Schools. Since 1893, the School has provided means tested financial support for a significant number of girls. A range of school bursaries is currently offered in order to make places available to those from low income families, and currently approximately 10% of girls in the Senior School are in receipt of some form of financial assistance. The pupils are drawn

from a broad geographical area including Greater Manchester, Cheshire, Derbyshire and Lancashire. Special buses transport most of the girls to school and there is a supervised 'girls only' bus serving both the preparatory and the senior girls who live in the Hale, Altrincham and Bowdon areas. Admission to the Senior School is by examination and interview. Entry to the Preparatory School is from the age of 4 and sometimes occasional vacancies are available for entry at other ages. Admission is selective by means of an assessment for infants and an entrance examination in Mathematics and English for the juniors.

The Senior School caters for pupils from eleven to eighteen and the Preparatory School provides for pupils from four to eleven. Most pupils in the Preparatory School progress into the Senior School. The majority of our eleven-year-old entrants, however, are drawn from many other schools, both independent and maintained primary. Some are admitted at sixteen to pursue Sixth Form courses. Currently there are 192 girls in the Preparatory School 548 in the Senior School and 176 in the Sixth Form.



The Curriculum and Timetable

Upon entry, girls are placed in one of four parallel form groups in which they are taught for most subjects, although setting is implemented in some subjects. All follow an extensive, strongly academic programme of study, culminating in outstanding examination results at GCSE and A-Level. In 2025, 57% of A-level grades awarded to MHSG students were A*/A, and the median grade awarded was an A.

77% of all GCSE grades awarded to our students in 2025 were grade 7 or above – and the majority of our Year 11 pupils chose to stay on to join the MHSG Sixth Form. The median grade awarded at GCSE level was an 8. We are very proud of the pupils' excellent academic performance in this and previous years.

The School offers a wide choice of subjects at A-level and GCSE, with over 20 subjects offered at each level. Girls take the equivalent of 9 or 10 GCSEs and, currently in the Senior Sixth 3 or 4 A-level subjects. Almost all leave to pursue a degree at a university of their choice and, each year, a significant number gain admission to Oxford or Cambridge.

Pastoral Support, Care and Guidance

Highly effective systems of student support have been established where the roles of the Form Tutor and Heads of Year are pivotal. Heads of Section oversee Lower and Middle School years for an added layer of support and there is excellent communication and transition between all pastoral staff. The work of the pastoral team is greatly enhanced by the School Nurses and the School Counsellor. Other key staff who contribute to the provision of pastoral support, care and guidance include the Director of Sixth Form, a Learning Support Co-ordinator, Well Being Co-ordinator and Head of Careers. Administrative support for the work of the Deputy Head (Pastoral Care) and the Heads of Year is provided by the Pastoral Secretaries.

Current staffing

The staff of the Senior School consists of the Head Mistress, two Deputy Heads, Director of Finance and Operations, five Assistant Heads and 70 teachers (40 full-time and 38 part-time). The Preparatory School is led by the Head of the School who is responsible to the Head Mistress, supported by a Deputy Head, with 18 teachers and 9 teaching assistants. The Deputy Heads, the Director of Finance and Operations, the Director of Admissions, Development and Marketing, Director of Sixth Form and the Head of the Preparatory School form a Senior Leadership Team working closely with the Head Mistress. In addition, there are 13 technicians, a full-time professional librarian with 2 assistants, 5 visiting speech and drama teachers and a large team of visiting instrumental music teachers. There are 2 part time school nurses. The Head's Personal Assistant is also the Office Manager and there are 16 other ancillary staff supporting the offices of the Head and the Director of Finance and Operations, as well as providing administrative assistance for the staff. In addition, there is an Estates Manager and 7 maintenance staff.

Extra-curricular activities

There is a wide variety of extra-curricular activities, which are well supported by girls and teachers. Many take place at lunchtime but, in addition, there are numerous theatre visits and field trips which offer the opportunity for students to develop and follow their interests and talents in music, drama, sport and academic areas. Every year there are drama productions and music festivals; the School's performance activities have an excellent reputation. There is a full schedule of sporting fixtures including netball, cross-country, hockey, athletics, tennis, rounders, swimming and water polo. All girls in Year 7 attend a residential induction course and there are regular opportunities to participate in sport tours and other trips abroad.

Accommodation

An ambitious refurbishment and development schedule has seen the classrooms, laboratories and specialist subject accommodation transformed. Modernisation of the dining room and kitchens, library, main hall, lavatories, three ICT suites, two language laboratories and greatly improved work facilities for staff have completed the upgrades. The construction of an impressive Sports Complex, with fitness suite and climbing wall to augment the existing swimming pool, Astro turf pitch and dance studio was completed in September 2006. A free membership scheme for staff to the Fitness Suite is available. A first floor extension and refurbishment of the Preparatory School providing four additional classrooms was completed in August 2012. A state of the art Sixth Form Centre was completed in summer 2014. Over the past two years the Main reception has been remodelled and an impressive new Learning Enhancement and Well Being Hub has been created.

Admissions, Development and Marketing Department

The School's Admissions, Development and Marketing Department consists of the Director of Admissions, Development and Marketing, the Marketing and Communications Manager, Alumnae and Development Manager, the Registrar and Admissions Assistant. Marketing is responsible for overseeing anything related to the Manchester High School for Girls "brand" and promoting what is on offer here to prospective parents and students through advertising and PR, including maintaining the School's various social media platforms and website.

The Development aspect of the department's work involves maintaining links with over 4,000 members of the School's alumnae community and raising funds for the School's Bursary Fund. Development is heavily involved in organising a number of flagship events in the Manchester High calendar, including the annual Founders' Lecture. The links the department has are vital in enabling the School to build close working relationships with the Manchester business community. Development also supports the Careers Department by managing Project Pankhurst (our alumnae mentoring scheme for Sixth Formers) and the 'Insight Into...' careers evenings.

Inspection and Future Plans

The Independent Schools Inspectorate (ISI) conducted an inspection of Manchester High School for Girls in April 2024. The School was found to be fully compliant with all of the regulatory requirements and the inspection report highlights the following as a significant strength of the School:- "Leaders have high aspirations and have firmly established core values that underpin the school. This results in a caring, inclusive and diverse community. Staff are ambitious for the pupils and thread the values of learning, innovation, compassion, wellbeing and individuality through every aspect of school life. This results in empowered and dynamic pupils who flourish." The full inspection report can be accessed via our website.

Our current strategic objectives run from 2024-2027. The School is continuing to work to maintain a culture in which learning is pre-eminent and in which change is welcomed in the pursuit of improvement.

Our teachers challenge us in our learning both in and out of the classroom and this has helped me to believe in myself more and find the positive in every challenge.

Louise, Year 11

Agreed Statement of Educational Purpose and Aims

Our purpose

Manchester High School for Girls was founded in 1874 "To impart to the girls the very best education which can be given and to fit them for any future which may be before them".

Today, the School upholds these founding principles by encouraging each individual pupil to achieve educational excellence across a broad range of learning opportunities, both inside and outside the classroom. For each pupil, this all-round education fosters an awareness of their own value and a sense of responsibility towards others, both within our community and across the wider world.

Our aims

Manchester High School for Girls aims to educate and empower our pupils by:

- Supporting our pupils to develop an understanding of the value of education as an end in itself; instilling a lifelong love of learning, whilst striving for academic excellence alongside cultural awareness and understanding
- Inspiring pupils to achieve high academic standards within a culture of innovation, where they fulfil their individual potential
- Providing a broad and diverse range of subjects and extra-curricular activities that offer each individual pupil the opportunity to develop their talents and flourish
- Educating the whole child and prioritising their wellbeing so that pupils leave School with a sense of self-awareness, self-worth, self-discipline and an ability to contribute with confidence in an increasingly competitive and technological world
- Drawing on the School's social, cultural and religious mix of pupils to enable all to live and grow in an atmosphere of mutual respect and compassion
- Encouraging qualities of caring, kindness, honesty and loyalty, fostering high moral standards

Our mission

Our mission is to be a pioneering, academically selective school that embraces academic excellence and extra-curricular enrichment where the individual flourishes. The School empowers and inspires highly talented, intellectually curious students to become self-confident, independent, resilient and remarkable global citizens.



The post, job description and person specification

The Post of:	Administrative Assistant (part-time 3 days per week, term time only plus 5 INSET days)
Responsible to:	The Office Manager
Salary:	Actual salary based on 22 hours per week of £13,412.34 to £14,549.93
Required From:	As soon as possible

The Post

The post is part-time, permanent and term time only plus five INSET days. The person appointed will work to support the members of staff responsible for fundraising, alumnae relations, events, PR, publications and the website.

Purpose of Appointment

To support the staff cited above in administrative tasks.

Hours: Hours are part time hours and term time only plus five INSET days. 22 hours per week: Ideally Wednesday to Friday, 8.30 a.m. to 4:30pm Wednesday and Thursday, 8.30 a.m. to 4:00pm on Fridays. We also seek a willingness to work outside of contacted hours to support events.

Salary: Points 22 to Point 25 on the support staff pay scale. Actual salary based on 22 hours per week £13,412.34 to £14,549.93.

Responsible For:

- Administration tasks associated with fundraising, events, alumnae, PR, publications and the website where necessary
- Updating and keeping accurate alumnae records on the school database
- Undertaking any other duties and responsibilities as specified by the Departmental managers, the Office Manager and Head Mistress

This job description may be subject to reasonable changes in the future to reflect changing circumstances and to aid professional development.

Person Specification

Essential Criteria

- Applicants must share the commitment of the School to safeguarding and promoting the welfare of children at all times
- Empathy with the principles, ethos, aims and aspirations of the independent sector
- A commitment to the aims of fundraising and marketing at MHSG
- Initiative, self-motivation, drive and enthusiasm
- First rate communication skills, both written and verbal
- Strong proof-reading skills, attention to detail and a commitment to accuracy and high-quality work
- Excellent organisational skills and ability to work at pace
- Creativity
- Flexibility in working with and supporting multiple managers
- A commitment to professional development
- Excellent digital skills
- A willingness to work outside of contracted hours to support events

Additional Information

Salaries and Other Benefits

- There is a 25% discount on school fees for the daughters of full-time members of staff. For part-time staff, the discount is pro-rata
- There is a generous staff training budget. All colleagues are encouraged to continue their professional development.
- There is a contributory pension scheme for support staff to which the School makes a contribution. This is a voluntary scheme, details of which are available to the successful candidate
- Tea and coffee are provided at break and at the end of the school day. Light refreshments are provided for colleagues who remain in school for evening events.
- We offer an Employee Assistance Programme alongside a number of free staff wellbeing initiatives.
- There is a fitness suite in the Sports Complex and a free staff membership is available subject to appropriate medical assurances.

- We offer free on-site parking, where available.

Other Information

- This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- MHSG is committed to equal opportunities for all of its employees and its policy is available on request.
- The School has a no-smoking policy throughout the premises, and a smart dress code.
- Applicants should note that the School is committed to safeguarding and promoting the welfare of children. All applicants who are offered employment will be subject to an enhanced criminal record check and the Children’s Barred List check for the Child Workforce from the Disclosure & Barring Service (DBS) which must be cleared before the appointment is confirmed. Candidates will be required to submit the subsequent DBS certificate to the School prior to their employment. All candidates are also required to present their examination qualifications for inspection at the interview stage
- In accordance with the Asylum and Immigration Act 1996, the Governing Body will require candidates to provide documentary evidence at interview that they are legally entitled to live and work in the United Kingdom.
- Manchester High for Girls adheres to the Data Protection Act 2018. We will obtain information about you including any criminal convictions you may have. All information will be kept confidential and it will only be used to process your application. If your application is unsuccessful, all your information will be deleted from our systems and disposed of in a secure manner.
- Upon appointment the successful candidate will be required to complete a medical questionnaire which will be kept on their confidential personnel file.
- The School website, www.manchesterhigh.co.uk, is regularly updated and has a wide range of additional information, including the full ISI Inspection report from April 2024.

Child Protection and Safeguarding

This role involves contact with children and engagement in “regulated activity” as defined in the DFE document “Keeping Children Safe in Education 2025.

Manchester High School for Girls (the School) is committed to acting in the best interests of the child and will take actions to enable all pupils to have the best outcomes. The safety and welfare of children is the statutory responsibility of all those who come into contact with them in the School.

All staff, volunteers and governors will be proactive in trying to identify possible safeguarding issues and will report concerns immediately to one of the School’s Designated Safeguarding Leads (DSLs).

Arrangements for Applicants



Our GCSE results are up there with the best in the country. Our excellent academic outcomes are a reflection of both our talented, hardworking pupils who are keen to learn and our excellent and innovative teachers.

Mrs Helen F Jeys, Head Mistress

1. Please apply by submitting to the Head Mistress at recruitment@mhsg.manchester.sch.uk:
 - a fully completed application form, including examination grades, dates of awards and the names and contact details of two referees, one of whom must be your current or most recent employer. Applicants should note that we write for references during the selection procedure and the School will check with past employers as to the suitability of a candidate to work with children.
 - a supporting letter outlining how your experiences and/or personal qualities would enable you to contribute to the development of a thriving department and school.
2. The closing date for receipt of applications is **Tuesday 4th November 2025 at 9:00am.**
3. Interviews will take place **during the week commencing Monday 10th November 2025.**
4. Unfortunately, we are not able to acknowledge all applications, but applicants who have not been invited for interview by the date indicated above should assume that, on this occasion, their application was unsuccessful.



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