



Sharples Primary School

*Resourced for the Visually Impaired
Stronger Together*

Head teacher Mrs. G. Partington

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The Sharples family ensures our children are resilient learners, healthy and aspirational citizens. We will create a love of lifelong learning that extends beyond the classroom as a result of an enriching curriculum. The school community will make a difference by fostering respect and tolerance of each other as unique individuals.

Administrative Assistant

Employer: Sharples Primary School
Location: Bolton, Greater Manchester
Salary: Grade D Point 8

Contract: 15 hours per week – days to be decided
Live On Site Until: 20th July 2026
Applications Close: 9am on 20th July 2026
Start Date: September 2026

The Governors at Sharples wish to invite candidates to apply for the post of Office Administrator. This role is integral to maintaining the family ethos of the school and creating a welcoming environment for our children, parents and visitors.

We are looking for someone who:

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- To manage and provide support to users of administrative services.
- To organise, support and maintain the use of information technology systems and software.
- To assist the Office manager and in their absence, deputise to ensure the use of systems through the Office manual are adhered to.
- To contribute to the scheduling, organisation and co-ordination of activities, resources and events, e.g. school trips, meeting venues, etc.
- To deliver and co-ordinate a reliable reception service and develop customer relationships.
- Is able to establish positive relationships
- Has a strong work ethic

We can offer:

- An inclusive, friendly and caring environment;

- An enthusiastic and committed staff with high morale;
- A supportive Board of Governors;
- A commitment to your continuing professional development.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share its commitment. Successful applicants are subject to an enhanced disclosure from the Disclosure and Barring Service.

Successful shortlisted candidates will be invited to school for an interview and task.

Completed application forms should be emailed to partingtong@sharples-pri.bolton.sch.uk

Shortlisting – Thursday 27th August

Assessments and Interviews – Wednesday 2nd September

