



Admissions Officer

Required from 1st September 2026 or earlier

Permanent : Term time plus 10 dys as directed by Line Manager, reporting to Senior Leader

Hours : 36.25 hrs per week with flexibility around busy admissions periods

Salary range: Band 4, SCP 12-17, (Actual : £25,228 to £27,367)

‘Stretford Grammar School is an inspirational place to learn. Pupils flourish in this warm and welcoming environment (Ofsted 2024).’

Governors of this warm, welcoming and inclusive school wish to appoint a suitably qualified candidate to join the school as an Admissions Officer

This role involves managing all aspects of the school’s admissions processes from Years 7 to 11 in line with the Admissions Code so that admissions to the school are administered efficiently, fairly, and in line with statutory guidance and school policy.

The role also includes responsibility for appeals administration, liaison with local authorities and coordinating with schools for the entrance examination and maintaining accurate admissions data.

This is a wonderful opportunity for someone with good communication skills, who is detail driven, and who can provide support and advise families through the admissions journey.

The successful candidate will be subject to a full enhanced DBS check.

Further details and an application form are available from the school website.

**Completed application forms should be returned to the school by:
12 noon on Monday 17th August 2026**

Interviews will be held w/c 24th August 2026

Stretford Grammar School is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

Please return application forms and letters of application to the above address or email to admin@stretfordgrammar.com. Please note that if you have not received a response within three weeks of the closing date then we regret that your application has not been successful on this occasion.

The Governing Body is committed to the safeguarding and welfare of children and young people. It expects all staff and volunteers to share this commitment. The successful candidate will be subject to a DBS check.