



Alsager School

An Achieving School - A Caring Community

Hassall Road, Alsager, ST7 2HR.

Executive Head: Richard Middlebrook

Head of School: Andrea O'Neill

'An achieving school: a caring community'

Required as soon as possible

RECEPTIONIST/CLERICAL ASSISTANT

[2 posts]

to work in a busy School Office.

Temporary to end on 18th December 2020

22.5 hours; term time + 1 week

8.00am – 4.00 pm including half hour lunch break

[3 days per week, 1 to be a Friday]

Grade 3: £9,252 - £9,842 p.a. (actual salary)

[Whole year £17,711 - £18,426]

Ideally the successful applicant will be a qualified first aider but if not, they must be willing to gain an Emergency First Aid qualification.

Closing date: 12 noon Monday, 9th March 2020

Full details and an application form can be downloaded from our website:

www.alsagerschool.org or contact us on 01270 871100

Appointment is subject to satisfactory pre-employment checks, including an enhanced DBS disclosure.

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

Alsager School, Hassall Road, Alsager, Cheshire ST7 2HR

Tel: 01270 871 100 • Email: admin@alsagerschool.org • Web: www.alsagerschool.org

Executive Headteacher: Richard Middlebrook • Head of School: Andrea O'Neill

Alsager Multi Academy Trust is a charity and a company limited by guarantee, registered in England and Wales with company number 8597784 and having its registered office at Hassall Road, Alsager, Cheshire ST7 2HR