



Alsager School

An Achieving School - A Caring Community

Hassall Road, Alsager, ST7 2HR.

[NOR 1455, including 232 in the Sixth Form]

**Required from Easter 2020**

**Cover Officer**

**[For Maternity leave]**

**Grade 5 scp 6 - 11; £16,468 - £18,592 p.a. (actual salary)**

**(Full-time equivalent: £19,171 - £21,166)**

**37 hours; 7.00am – 3.00 pm**

**Term Time (38 weeks) + 1 week**

There is some flexibility about the hours of the post

We are seeking to appoint a highly committed & motivated person with the ability to:

- Organise daily cover arrangements within Sims.net Cover for teacher absence and school diary events.
- Plan and book effective supply staff in line with school budgets and standards.
- Provide administrative support for the Exams Manager and Data Lead as required.
- Act as a Cover Supervisor if required.

Good working knowledge of SIMS.net is preferred.

Along with excellent communication skills.

Previous experience preferred but full training will be given.

**Closing date: noon on Monday, 24th February 2020.**

**Interviews: w/c 24 February 2020.**

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

[www.alsagerschool.org](http://www.alsagerschool.org) or contact us on 01270 871100.

**For an informal discussion or a tour of the school, please contact Ashley Owen, H.R. Manager on 01270 871125.**

*The 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](mailto:admin@alsagerschool.org) • Web: [www.alsagerschool.org](http://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