



Alsager School

An Achieving School - A Caring Community

Hassall Road, Alsager, ST7 2HR.

[NOR 1549, including 306 in the Sixth Form]

Required as soon as possible

Post 16 Student Services Administrator for Careers Education, Individual Advice & Guidance for students

(AAAE 5146)

(This post would be suitable for a recent graduate)

37 hours; term time (41 weeks)

**(including the final 3 weeks of the summer holidays to support
post year 11 and year 13 transition)**

Grade 5: £17,788 – £20,082 p.a. (actual salary)

[Whole year £19,698 - £21,748]

We are seeking to appoint an experienced administrator to work with the Director and Deputy Director of the 6th Form. You will provide CEIAG for all students, from their transition into the 6th form from year 11 throughout their time in the college including advising and supporting progression to Post 18 options.

Closing date: **12 noon on Tuesday, 31st August 2021**

Full details and an application form can be downloaded
from our website: www.alsagerschool.org
or contact us on 01270 871100

*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 • 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