



Alsager School

An Achieving School - A Caring Community

Required as soon as possible – Re-Advertised

**Post 16 Student Services Administrator for Careers Education,
Individual Advice & Guidance for students
(AAAE 5146)**

**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, 21st September 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.*