



Alsager School

An Achieving School - A Caring Community

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

(Responsibilities in line with AAE 5146)

Grade 5; scp 6 – 11 £17,788 - £20,082 (actual salary)

(Full-time equivalent: £19,698 - £21,748)

Responsible to: Director and Deputy Director of 6th Form

Thank you for your enquiry about the above post. It is a part-year, permanent post and the successful applicant will join the school's 6th Form team. The Sixth Form, which is known as Alsager 6th Form College, comprises approximately 306 students and offers a number of Post 16 educational pathways.

AMAT currently comprises of Alsager School, a large very successful 11-18 school, Weston Village Primary School, and Alsager Highfields Community Primary School. The Trust currently employs over 100 teachers and 80 support staff as well as a number of staff employed on a casual basis as the need for their services arises.

AMAT is a fantastic place to work with motivated and well-behaved students, committed and experienced governing bodies, dedicated staff and supportive parents. Children of all abilities make impressive progress throughout the key stages.

Alsager School is one of the highest performing schools in Cheshire East, and their last Ofsted in February 2016 graded the school as Outstanding in all areas. Approximately 75% of students are drawn from the town itself and its adjacent villages. The remainder come from towns in neighbouring Staffordshire and Cheshire, sent to us by parental choice. The school's reputation and popularity mean that all year groups are oversubscribed.

Alsager 6th Form College

Alsager has a strong academic tradition and achieves outstanding results well above regional and national averages. We offer a curriculum which encompasses a blend of experiences to suit individual needs and aspirations. Students are provided with relevant, stimulating and varied learning opportunities in preparation for the world of higher education and work which demands a wide range of skills including teamwork, communication and leadership. Our 6th Form College prepares all students for the challenges associated with university, work and further training.

Alsager 6th Form College is proud of the achievements of its students. On average over 50% of A level grades are A* - B and the pass rate is outstanding. Our 6th Form 'value added' score for 2018 was the highest in Cheshire East. We provide excellent support, care and facilities for our students which will allow them to flourish and realise their potential.

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



We are proud of our outstanding academic record but also take immense pride in the level of individual support and guidance that we offer our students. This was recognized by Ofsted in February 2016 who said that "Learners benefit from a comprehensive programme of careers education, information, advice and guidance, which enables them to progress to higher education, training or full-time employment after leaving the 6th form".

Overall purpose of the job

Alsager Sixth Form College is managed by a Director and a Deputy Director of 6th Form who each lead a team of 6th form tutors. The Post 16 Student Services Administrator for Careers Education Advice and Guidance will, along with the Post 16 Student Services Administrator for the Pastoral Care and Welfare of students, be the first point of contact throughout the day for students, providing them with support to aid their learning.

The person we wish to appoint would work alongside the Director and Deputy Director of Sixth Form to continue to develop the very high level of careers education, advice and guidance which is already in place. You will have proven secretarial and clerical skills and be able to offer high level support to the 6th Form team as a whole. You will have advanced IT skills and have excellent numeracy and written skills. Expert knowledge of information managements systems (ideally SIMS.net), would be an advantage although appropriate induction and training will be provided when in post.

The post holder will be based in the Sixth Form team office. The working environment is busy with constant interruptions and reprioritising of tasks frequently occurs in order to meet busy deadlines.

Notwithstanding the detail in this outline, in accordance with the AMAT's flexibility policy the job-holder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the principal responsibilities of the job.

In conclusion:

In order to ensure the future successful development of our school, we are keen to appoint only staff of the highest ability or with the greatest promise. Working at Alsager School is demanding but the rewards are high in a school with strong leadership, dedicated staff, supportive parents and pleasant, friendly and highly motivated pupils. The school is proud of its supportive ethos and the person appointed can expect much help, guidance and support from colleagues.

How do I apply?

If having read this information, you find the post and Alsager School appealing, we would like to hear from you. Application is by completion of the School's two part Application Form. CV's will not be accepted. Please also remember to complete the Rehabilitation of Offenders Statement and Equal Opportunities Questionnaire.

It is important that your supporting statement should give comprehensive information about your skills and it should emphasise your qualities which are relevant to the post. This is your opportunity to introduce yourself and to describe why you believe you are capable of carrying out the duties described.

The closing date is Tuesday, 21st September 2021. Interviews are likely to be held the following week. In the interests of economy, those applicants who have not received an invitation for interview or any further communication within two weeks of the above date are asked to consider their application unsuccessful on this occasion.

Completed application forms should be returned to: Mrs Ashley Owen

H.R. Manager
Alsager School
Alsager ST7 2HR

If you complete an application electronically, you can return your application via email to Mrs Owen at jobs@alsagerschool.org NB: *All candidates submitting an electronic application will be required to sign and date their form if invited to interview.*

It is the School's practice to take up references for all shortlisted candidates. One referee should be from your current or most recent employer. Where you are not presently working with children but have done so in the past, you should provide a referee from that employer.

References will not be accepted from relatives or from people writing solely in the capacity of friends. If you require any further information or wish to discuss any issues, please do feel free to contact me. In the meantime, good luck with your application. I look forward to reading your response and to possibly meeting you in the near future.

Yours sincerely,

Ashley Owen
H.R. Manager

AOe/6th Form CEIAG/Aug 21

Further details about the School are available from our website: www.alsagerschool.org

PERSON SPECIFICATION



Alsager School
An Achieving School - A Caring Community

**Job Title: Post 16 Student Services Administrator for Careers Education,
Individual Advice & Guidance for students**

Grade: 5; scp 6 - 11

CRITERIA	ESSENTIAL	DESIRABLE
Experience	Able to use appropriate judgements about the use of administrative systems and procedures.	Previous experience in the education field
Qualifications	Good standard of general education. Advanced Word Processing skills.	Relevant vocational qualification. ECDL. First Aid Certificate
Knowledge	Strong numeracy and literacy skills. Excellent ICT skills including Microsoft office, Excel, Powerpoint & use of electronic mail /internet. Good standard of written and knowledge of a range of admin systems.	Familiar with School's Information Management Systems (SIMS) packages. Knowledge of the UCAS application process.
Personality	Energetic & adaptable. Enjoy a challenge. A resilience to absorb and cope with pressure. Integrity, discretion and ability to maintain confidentiality. Reliable.	Self confidence
Special Aptitudes	Ability to provide an accurate, efficient and professional service. Excellent organisation and time management skills with the ability to use initiative and to work flexibly with limited supervision. Good interpersonal/communication skills, both oral and written. Ability to work as an effective team member. Commitment to safeguard and promote the welfare of children.	Have high expectations of themselves
Physical Attributes	Good health record. Good attendance record.	

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

TERMS & CONDITIONS OF SERVICE (NJC)

Negotiating Body

The appointment is subject to the Scheme of Conditions of Service of the National Joint Council for Local Government Services.

Hours of Work

The standard working week for full time employees is 37 hours worked over five days.

Salary

For employees newly appointed to the school, progression through the salary scale will be by annual increment on the anniversary of your appointment each year until the maximum point of the scale is reached.

Salary is paid in 12 equal monthly payments on the 15th day of each month, unless that falls at a weekend or Bank Holiday, in which case it will be paid on the first banking day thereafter. Payment will be directly into a Bank/Building Society account.

Alsager Multi Academy Trust's payslips are electronic and you will need to register on a portal. Details of how to access this site will be issued to your personal email address by our payroll provider when you take up your post.

Leave Entitlement

The entitlement for full-time, full-year employees is 25 working days, with an extra 5 days being granted after 5 years' continuous service. Additionally, 8 Bank Holidays are currently granted each year. NB: Pro rata entitlements are applicable for staff working less than full-time hours or part-year.

Probationary period

New entrants to the School are subject to a probationary period of 25 working weeks during which you are expected to establish your suitability to the post.

Medical approval

An offer of appointment is subject to the successful candidate submitting an acceptable statement of medical history and present state of health, and, if required by the Medical Adviser, undergoing a medical examination.

Notice to Terminate

This appointment is subject to one month's notice by the employee. The school's notice varies according to the employee's length of service.

Pension Arrangements

The person appointed will have the choice to:

- become a member of the Local Government Pensions Scheme; or
- be a member of a personal pension scheme; or
- rely on the State Earnings Related Pension Scheme (SERPS).

Sickness Leave & Pay

The post is subject to the provisions of the school's occupational sickness scheme which entitles employees to one month's full pay and (after 4 months' employment) 2 months' half pay during their first year of employment, rising to 6 months' full pay and 6 months' half pay after 5 years' employment.

No Smoking

Governors have approved a “No Smoking” policy for the School. Employees joining the School do so in the knowledge that they will be required to comply with these arrangements. They will be entitled to avail themselves of medical advice on cessation planning from the Occupational Health Unit.

Relatives within the Trust

Applicants must disclose on their application form details of any relative who is a Trust employee. If applicants do not give details of a relationship they are liable to be disqualified for the job or if appointed, liable to be dismissed. This will also be the case if the applicant or someone else uses improper influence to attempt to get them the job (but this does not prevent a School employee giving a written reference about the applicant).

Equal Opportunities Policy

The School is committed to the promotion of equality of opportunity and the elimination of discrimination; all applicants should note that they will be considered on the basis of suitability regardless of disability, gender, race, religion, age, sexual orientation and marital status or any other discrimination which is unfair or unreasonable.

Asylum and Immigration Act

All successful applicants will be asked to confirm, in advance of taking up the appointment, that they are eligible to work in the United Kingdom. In order to establish this the successful applicant will be asked to provide documentation showing their National Insurance Number or provide copies of Tax Forms P45 or P60, or if this is not possible, other evidence of your entitlement to work.

Standards of Conduct

The School’s Code of Conduct, and associated guidance, sets out the standards which are expected of employees.

Any attempt by a candidate to influence the selection process improperly will result in disqualification and, if appointed, may render the employee liable to dismissal without notice.

Safeguarding Children

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

Employing people with a criminal record

The Trust aims, as part of its approach to Valuing Diversity, to promote equality of opportunity for all and has an open-minded recruitment policy in relation to employing people with past convictions. At the same time children must be protected and a safe working environment provided for all employees.

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2½ years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.*

However, this job is one of those to which the provisions of the above Act in relation to spent convictions*, **do not apply**. Applicants **must therefore disclose** whether they have any previous convictions*, whether or not they are spent.

Should an applicant have a criminal conviction*, this will be discussed in confidence at interview. However only convictions* that are relevant to the job in question will be taken into account. Failure to disclose any conviction could lead to an application being rejected, or, if appointed, may lead later to dismissal.

Certain spent convictions* are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account by a recruitment manager. Guidance and criteria on the filtering of these convictions* can be found at the following link:

http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf

**including cautions, reprimands or warnings.*

People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job, all applicants will be considered on merit and ability.

Any information that you give will be kept in strict confidence and will be used only in respect of your application for the job.

Disclosure & Barring Service (DBS)

Successful applicants will be asked to apply for an Enhanced Criminal Record Check (Disclosure) from the Disclosure and Barring service.

A copy of the Disclosure and Barring Service Code of Practice is available on request.

Further information about the Disclosure scheme can be found at

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

References

The appointment will be offered subject to our receiving satisfactory references.

One referee should be the applicant's current or most recent employer. Where an applicant is not currently working with children but has done so in the past, they should provide a referee from that employer.

NB: References will not be accepted from relatives or from people writing solely in the capacity of friends.