



Alsager School

An Achieving School - A Caring Community

Hassall Road, Alsager, ST7 2HR.

Executive Head: Richard Middlebrook

Head of School: Andrea O'Neill

[NOR 1580, including 300 in the Sixth Form]

Required ASAP

ATTENDANCE ADMINISTRATOR/RECEPTIONIST

to work in a busy School Office.

37 hours; 39 weeks [term time + 1 week]

Grade 3: SCP 2-4 £15,632 - £16,264p.a. (actual salary)

[FTE Whole year £18,198 - £18,933]

Experienced and enthusiastic administrator required to assist and provide clerical support to the Attendance Officer and the schools Reception team.

The successful candidate will have a good standard of general education and be highly competent in the use of MS Office Applications with the ability to analyse data and produce reports. Knowledge of SIMS packages would be desirable, but not essential, as training will be provided. A First Aid qualification would be desirable.

Closing date: 12 noon Monday 20th September 2021.

Interviews: w/c 27th September 2021

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, 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