



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:

RECEPTIONIST

Responsible to: Office Supervisor

As the first point of contact for the school, the successful candidate needs to be highly professional, organised, well presented, discreet and personable with excellent communication skills; face to face, on the telephone and via email. This pivotal role requires reliability, excellent attention to detail, the ability to multi-task and appropriate IT and administrative skills to ensure student records are updated and deliveries to the school are accounted for.

Temporary to end on 19th July 2022

with a view to becoming permanent

25 to 30 hrs; 39 weeks [term time + 1 week]

Hours to suit between the hours of 7.30am – 4.30pm

Grade 3: scp 02–04 £10,562 - £12,960 p.a. (actual salary)

[Whole year £18,198 - £18,933]

Ideally the successful applicant will be a qualified first aider but if not, they must be willing to gain an Emergency First Aid qualification.

Closing date: 12 noon Monday, 13th December 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 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