



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]

Due to an internal promotion, required ASAP:

## RECEPTIONIST

**Responsible to: Office Supervisor**

To work in a busy school reception and office  
Act as first point of contact for visitors to the School  
Provide a reception and telephone answering service  
Maintain and update records on the student information system  
Check and sign for deliveries

**Temporary to end on 19<sup>th</sup> July 2022**

with a view to becoming permanent

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

**8.00am – 4.00 pm** including half hour lunch break

**Grade 3: £15,632 - £16,630 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.

Excellent communication skills.

**Closing date: 12 noon Monday, 27<sup>th</sup> September 2021**

Full details and an application form can be downloaded from our website:

[www.alsagerschool.org](http://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](mailto:admin@alsagerschool.org) • Web: [www.alsagerschool.org](http://www.alsagerschool.org)

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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