



Alsager School

An Achieving School - A Caring Community

Hassall Road, Alsager, ST7 2HR.

Executive Head: Richard Middlebrook

Head of School: Andrea O'Neill

[NOR 1596, including 318 in the Sixth Form]

Required ASAP

Admissions and Reporting Officer

To work with the school's Data, Exams & Cover Team

37 hours; term-time (38 weeks)

Grade 5: SCP 16 – 11 £16,487 - £18,203 p.a. (actual salary)

[FTE Whole year £19,698 - £21,748]

To lead and manage aspects of admissions, admission appeals and reporting of pupil progress and provide accurate and secure support for the Data, Exams and Cover Manager in maintaining the SIMS.net database and ensuring the smooth running of our school.

You will be thorough, work accurately and methodically and have strong IT and communication skills. You will be responsible for the processing of school admissions; the administering of admissions appeals and the production of students' progress reports.

Good knowledge of particular SIMS.net modules (Student Details, Assessment Manager 7 and Curriculum Manager) is highly desirable and the ability to work to short timescales whilst maintaining accuracy and confidentiality at all times are essential to this post.

Closing date: 12 noon Tuesday, 2nd November 2021.

Interviews are to be confirmed.

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

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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