



Alsager School

An Achieving School - A Caring Community

Hassall Road, Alsager, ST7 2HR.

Executive Head: Richard Middlebrook

Head of School: Andrea O'Neill

[NOR 1587, including 313 in the Sixth Form]

Required ASAP

ADMINISTRATOR / CLERICAL SUPPORT ASSISTANT

Support to the Pastoral Team [AAAE5071]

20-25 hours per week; Term Time (38 weeks)

Some flexibility with total hours worked and the start / finishing time, between the hours of 8am and 3.30pm (Monday-Friday)

Grade 3; scp 2-4

£10,292 - £10,949 (actual salary based on 25 hrs) Temporary until 19th July 2022

(Full-time equivalent: £18,198 - £18,933)

Exciting opportunity to assist the Learning Support.

Main responsibilities:

- Proactively undertake a range of administrative duties to support the pastoral team.
- Hold student meetings and prepare their annual review paperwork
- Preparation of agenda, booking and attending annual review meetings, and take minutes
- Writing and maintaining SFPs and PPs for given year groups
- Preparation of student Healthcare plans and recording in SIMS
- Liaison with multi-disciplinary teams
- Collating transition data
- Communicating with parents
- Updating and accessing SEN records and pupil personal data

Closing date: noon on Friday 26th November 2021

If so, full details and an application form can be downloaded from our website:

www.alsagerschool.org

or contact Alsager School on 01270 871100

The 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