



Alsager School

An Achieving School - A Caring Community

Hassall Road, Alsager, ST7 2HR.

Executive Head: Richard Middlebrook

Head of School: Andrea O'Neill

[NOR 1584, including 311 in the Sixth Form]

Required ASAP:

ADMINISTRATOR

Responsible to: Office Supervisor

Permanent

37 hrs; 38 weeks [term time]

**37 hours per week (worked over 5 days) 8.30 am - 4.30 pm
(finishing at 4.00 pm on one day)**

Grade 3: scp 02–04 £15,497 - £16,487 p.a. (actual salary)

[Whole year £18,516 - £19,264]

We are seeking to employ an enthusiastic and experienced administrator to provide the senior leadership team and front office manager with additional administrative and secretarial support. 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, exceptional administration skills with excellent attention to detail, the ability to multi-task and appropriate IT and administrative skills.

This role will include some reception duties.

Ideally the successful applicant will be a qualified first aider or be willing to gain an Emergency First Aid qualification.

Closing date: 12 noon Wednesday, 20th April 2022

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