



Alsager School

Required as soon as possible:

OFFICE SUPERVISOR

Permanent

[Responsible to: Heads PA]

Full-time (37 hours): 40 weeks (Term Time + 10 days)

Hours: 8am to 4:00pm

**Grade 6 scp 12 - 17; £24,523 to £27,203 p.a. (actual salary)
+ Pension scheme (LGPS) + Employee Assistance Programme**

We require an experienced and enthusiastic administrator to manage our busy school office and reception. As the first point of contact within the school it is essential that candidates possess excellent communication and interpersonal skills at all levels.

A good general education, advanced knowledge of MS Office together with exceptional organisational and supervisory skills are all essential.

Knowledge of SIMS packages is desirable but not essential, as training will be provided. A First Aid qualification will be required for this role but if not already held will be funded by the school to undertake.

Closing date: 12 noon Wednesday, 26th February 2025.

Interviews: Week commencing Monday 3rd March 2025

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

Vacancies – The Cornovii Trust or contact us on 01270 871100

Alsager School is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to enhanced Disclosure and Barring Service disclosure.

Alsager School, Hassall Road, Alsager, Cheshire ST7 2HR

Telephone: 01270 871 100 • Email: admin@alsagerschool.org • Web: www.alsagerschool.org

Headteacher: Mrs A O'Neill



The Cornovii Trust
CEO: Mr R Middlebrook

The Cornovii 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