



## Alsager School

**Hassall Road, Alsager, ST7 2HR**

**Headteacher: Andrea O'Neill**

### **OFFICE SUPERVISOR**

**Permanent.**

**Required as soon as possible**

**Hours: 37 hours; 40 weeks [term-time + 10 days]**

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

**Grade 6, scp 12-17: £24,523 - £27,203 p.a. (actual salary)**

**[Whole year £27,711 - £30,060]**

**Responsible to: Heads PA**

Thank you for your enquiry about the above post. This is a full-time, part-year, permanent post and the successful applicant will join the school's highly efficient front office team who cover the school reception area, undertake various administrative tasks as well as provide emergency first aid when required.

We are seeking to employ a team leader who will work within the hub of the main school office and will line manage the other three members of the admin/reception team.

The post is based in the Main School Office which is a modern, well-equipped reception area with an adjoining First Aid Room. The team consists of a full-time Office Supervisor plus one full time Receptionist and two part-time administrators. The working environment is busy with constant interruptions and reprioritising of tasks frequently occurs in order to meet deadlines.

As the first point of contact, it is essential for the person appointed to be an exceptional communicator and we pride ourselves on the service we currently offer to pupils, staff and visitors. The successful candidate will also need to be able to work calmly under pressure, whilst working on their own initiative. Have a willingness to undertake appropriate training in relation to First Aid, SIMS.net and TALAXY. The front office is the main first aid point of the school.

Your immediate point of contact and line manager will be the Headteacher's PA who you will communicate effectively with, in support of managing the Reception Team. You will liaise with the senior leadership team, Curriculum leads, HR Manager, school staff, parents/carers and the local community.

Applicants should have a good general educational background and be computer literate. Knowledge of SIMS.net (Schools Information Management System) would be an advantage but not essential as appropriate induction and training will be provided when in post.

**About The Cornovii Trust, Alsager school:**

In September 2022 our school, along with 4 other local schools combined to become The Cornovii Trust (The Cornovii Trust, TCT). We are a local trust providing support for local schools, children, and families. Alsager School is a large 11-18 mixed, with 1515 pupils on roll, including approximately 216 students in the Sixth Form and is the only secondary school in the town. We currently employ in excess of 100 teaching and 75 support staff.

TCT currently comprises of 7 schools; Alsager School, Alsager Highfield Primary School, Weston Village Primary School, situated near to Crewe, Brine Leas School, Nantwich, and Audlem St. James CofE Primary School, Pear Tree Primary School, Nantwich and from 1<sup>st</sup> January 2025 Stapeley Broad Lane CE Primary has joined our Trust.

Approximately 75% of our students are drawn from the town itself and its adjacent villages. The remainder come from towns in neighbouring Staffordshire and Cheshire, sent to us by parental choice.

I would strongly urge you to get more of a ‘feel’ for the life of Alsager School by visiting our website [www.alsagerschool.org](http://www.alsagerschool.org) We hope this information will encourage you to apply.

NO	Main Areas of Responsibility
1	Manage the provision of a high quality reception service for the School to include: <ul style="list-style-type: none"> <li>- Act as first point of contact for visitors to the School and those making telephone contact.</li> <li>- Daily service of school administration, ensuring the smooth and effective use of communication systems within area of responsibility. i.e. the school’s telephone system and the Admin email account</li> <li>- Ensure that all telephone messages are recorded and passed on to appropriate colleagues;</li> <li>- Manage the provision of I.D. badges to staff and sixth form students</li> <li>- Ensure that all students and visitors sign in/out and are issued with the appropriate passes in accordance with Safeguarding procedures.</li> <li>- Supervise the Postal delivery/collection service.</li> </ul>
2	Liaising with the Headteacher’s P.A. in support of managing the Administration / Receptionist team.
3	Prioritise the flow of work in the Main Office so as to ensure agreed deadlines are achieved.
4	Manage and rosta the work of the Office staff to ensure their motivation, development and effectiveness and carry out annual Appraisal Reviews.
5	Provide emergency First Aid, support students in administering their prescribed medication and ensure all accidents are correctly reported.
6	Provide general clerical and confidential secretarial support. Maintaining confidentiality at all times.
7	Provide a word processing service for documentation for circulation in school and for distribution to parents, pupils and the community.
8	Access pupil records/timetables from the SIMS Pupil database in response to queries, appointments and for signing out.
9	Ensure that Staffroom Notice boards are kept up-to-date and monitor stationery/pro-forma supplies in the Staff Room.
10	Monitor and develop the use of technology within the Office to ensure the most efficient, up-to-date and cost effective delivery of the support service.
12	Manage the distribution of locker keys to pupils in accordance with school policy.
13	Provide cover to register and record late students in the absence of the Attendance Officer

14	Take responsibility for registers for visitors in the event of a Fire Drill or alarm.
	Notwithstanding the detail in this job description, in accordance with the School's/Cornovii Trust Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

**In conclusion:**

In order to ensure the future successful development of our school, we are keen to appoint only staff of the highest ability or with the greatest promise. Working at Alsager School is demanding but the rewards are commensurate in a school with strong leadership, dedicated staff, supportive parents and pleasant, friendly and highly motivated pupils. The School is proud of its supportive ethos and the person appointed can expect much help, guidance and support from colleagues.

Alsager School is an equal opportunities employer and we are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

**How do I apply?**

If having read this information, you find the post and Alsager School appealing, we would like to hear from you. Application is by completion of the School's two part Application Form. CV's will not be accepted. Please also remember to complete the Rehabilitation of Offenders Statement and Equal Opportunities Questionnaire.

It is important that your supporting statement should give comprehensive information about your skills and it should emphasise your qualities which are relevant to the post. This is your opportunity to introduce yourself and to describe why you believe you are capable of carrying out the duties described.

The closing date is **12 noon on Wednesday, 26<sup>th</sup> February 2025**. Interviews are likely to be held later in the week. In the interests of economy, those applicants who have not received an invitation for interview or any further communication within two weeks of the above date are asked to consider their application unsuccessful on this occasion.

Completed application forms should be returned to: Mrs Ashley Owen  
H.R. Manager  
Alsager School  
Alsager ST7 2HR



Your completed application should be received in school no later than **12 noon on Wednesday, 26<sup>th</sup> February 2025**, ideally via email to Mrs Owen at [jobs@thecornoviitrust.org](mailto:jobs@thecornoviitrust.org).

*NB: All candidates submitting an electronic application will be required to sign and date their form if invited to interview.*

All electronically submitted applications will be acknowledged.

It is the School's practice to take up references for all shortlisted candidates. One referee should be from your current or most recent employer. Where you are not presently working with children but have done so in the past, you should provide a referee from that employer.

References will not be accepted from relatives or from people writing solely in the capacity of friends.

If you require any further information or wish to discuss any issues, please do feel free to contact me. In the meantime, good luck with your application. I look forward to reading your response and to possibly meeting you in the near future.

Yours sincerely,

Ashley Owen  
H.R. Manager

BPI/ Office Supervisor/Feb 2025

Further details about the School are available from our website: [www.alsagerschool.org](http://www.alsagerschool.org)

# PERSON SPECIFICATION

**Job Title: Office Supervisor**

**Grade: 6 scp: 12 - 17**



Alsager School

Attributes	Essential	Desirable
<p><b>Qualifications, Knowledge &amp; Training</b></p>	<p>English and Maths GCSE, or equivalent, at grade 4 or above.</p> <p>Advanced IT skills with experience of Microsoft Office 365</p>	<p>Previous experience working in a similar role in a school.</p> <p>Line Management</p> <p>Evidence of continuing professional development</p> <p>First Aid certificate</p>
<p><b>Personal Skills, Abilities &amp; Qualities</b></p>	<p>Good literacy and numeracy skills</p> <p>Good interpersonal and communication skills</p> <p>Adherence to confidentiality</p> <p>Good organisational and planning skills, including prioritising tasks</p> <p>Experience of working with a range of stakeholders</p> <p>Ability to work as part of a team; working effectively with people across a wide range of levels and responsibilities</p> <p>Ability to work using own initiative, exercising good judgement where unsupervised</p> <p>Flexibility of approach to work</p> <p>Ability to contribute to the maintenance of accurate work records and inventories</p> <p>Good judgement</p>	<p>Experience of accurate minute taking in a formal setting.</p> <p>Experience of managing a team</p>
<p><b>School Ethos</b></p>	<p>Enthusiasm for and commitment to the achievement of the School/MAT's overall vision for success at all levels.</p> <p>Ability to build and sustain professional standards and personal boundaries with children and young people.</p>	

Attributes	Essential	Desirable
	<p>Emotional maturity and resilience in working in a fast-paced environment</p> <p>Empathy with the aims and objectives of The Cornovii Trust.</p> <p>Willingness to continue professional development.</p> <p>Commitment to maintaining high standards and expectations.</p> <p>Commitment to contributing to school life as a whole.</p> <p>Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students.</p>	