



## Alsager School

Required ASAP:

**RECEPTIONIST**  
**Permanent**  
**Required ASAP**

(Responsible to: Office Supervisor)

We require ASAP an experienced, enthusiastic, friendly, and reliable Receptionist to join our Administration Team in our very busy school office.

You will be highly organised, with the ability to work under pressure, showing initiative and a can-do attitude.

37 hours per week; 38 weeks [term time only]  
Hours 8.00am - 4.00pm. One early finish at 3.30pm.

Grade 3: scp 03-04 £20,199 - £20,980 p.a. (actual salary)  
[whole year equivalent: £24,027 - £24,404]

**Closing date: 12 noon, Monday, 25<sup>th</sup> November 2024.**  
**Interview date: w/c 25<sup>th</sup> November 2024.**

Full details and an application form can be downloaded from our website:  
[www.thecornoviiitrust.org](http://www.thecornoviiitrust.org) or contact **The H.R. Department on 01270 871100.**

The appointment is subject to satisfactory pre-employment checks, including an enhanced DBS disclosure.

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

Telephone: 01270 871 100 • Email: [admin@alsagerschool.org](mailto:admin@alsagerschool.org) • Web: [www.alsagerschool.org](http://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