



Alsager School

Required ASAP:

RECEPTIONIST

Required for September 2024

TEMPORARY TO 18th July 2025

(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 £19,115 - £19,871 p.a. (actual salary)

[whole year equivalent: £22,737 - £23,114]

Closing date: 12 noon, Tuesday 9th July 2024.

Interview date: w/c 15th July 2024.

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

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 • 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