



Alsager School

Sixth Form Student Services Administrator for Careers Education, Individual Advice & Guidance for students

Full or part time will be considered

37 hours; term time (41 weeks)

**(including working the final 3 weeks of the summer holidays to support
post year 11 and year 13 transition)**

Grade 6: £ 25,136 p.a. (actual salary) Permanent

[Whole year FTE £27,711]

We are seeking to appoint an experienced individual to provide CEIAG for all students. This will include some administrative work with the Director and Deputy Director of the Sixth Form. You will provide CEIAG for all students, from their transition into the Sixth form from year 11 throughout their time in the college, including advising and supporting progression to Post 18 options.

To be eligible for the Grade 6 salary you will need to be qualified to level 6 CEIAG and have previous experience in a similar role.

Closing date: **12 noon on Tuesday, 25th February 2025.** Interviews later that week.

Full details and an application form can be downloaded
from our website: www.alsagerschool.org
or contact us on 01270 871100

*The 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

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