



## Alsager School

### **We require: Sixth Form Student Services Administrator for Careers Education, Individual Advice & Guidance for students**

**Full or part time hours considered**

**Hours: 37 hours per week; 41 weeks [term time plus three weeks at the end of the summer holidays]  
Grade 6; scp 12 - 17 £25,136 (actual salary) (Whole year Full-time equivalent: £27,711)  
+Pension Scheme (LGPS)**

Responsible to: Director and Deputy Director of Sixth Form

Thank you for your enquiry about the above post. It is a part-year, permanent post and the successful applicant will join the school's Sixth Form team. The Sixth Form, which is known as Alsager Sixth Form College, comprises approximately 226 students and offers a number of Post 16 educational pathways.

#### **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 1587 pupils on roll, including approximately 313 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.

#### **Alsager Sixth Form College**

We aim to create a positive and supportive environment which enables our students to flourish. Students benefit hugely from our small class sizes and our comprehensive pastoral and academic support system. We are rightly proud of the achievements of students within our Sixth Form – over the past 7 years our overall pass rate has been outstanding and well over 50% of all grades awarded were A\*, A or B. This reflects both the

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Headteacher: Mrs A O'Neill



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CEO: Mr R Middlebrook

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capabilities of our students and the commitment and expertise of the teaching staff. This was also endorsed in our 2023 Ofsted inspection where the Sixth Form was highlighted as a real strength, ensuring that “Students in the Sixth Form are well prepared for the next steps in their education, employment or training.” and providing a “Broad and Ambitious curriculum.” Our results in the Sixth Form are always well above local and national figures.

## Overall purpose of the job

Alsager Sixth Form College is managed by a Director and a Deputy Director of Sixth Form. The Student Services Administrator for Careers Education Individual Advice and Guidance will, along with the Student Services Administrator for the Pastoral Care and Welfare of students, be the first point of contact throughout the day for students. The person we wish to appoint would work alongside the Director and Deputy Director to continue to develop the very high level of careers education, individual advice and guidance which is already in place.

You must be able to support their learning and have proven clerical skills along with the ability to encourage them to move to their aspirational destination at the end of their time in the sixth form. Offer high level support to the sixth Form team as a whole. You will have advanced IT skills and have excellent numeracy and written skills. Expert knowledge of information managements systems (ideally SIMS.net and Talaxy), would be an advantage although appropriate induction and training will be provided when in post.

The post holder will be based in the Sixth Form team office. The working environment is busy with constant interruptions and reprioritising of tasks frequently occurs in order to meet busy deadlines.

## Principal Responsibilities:

NO	MAIN RESPONSIBILITIES
1	To liaise with the Director and Deputy Director of Sixth Form to ensure the smooth running of Alsager Sixth Form College.
2	Plan, lead and deliver careers programme for Sixth Form supporting students on to all pathways (University, Apprenticeships and Employment) including the administration of any external visits that form part of this programme.
3	Provide CEIAG for ALL post 16 students and support them in choosing their curriculum pathway and throughout the options process.
4	To keep yourself and students up-to-date with news of any employment and training opportunities. Establish monitor and QA a full range of pathways, work experience and the enrichment programme for Sixth Form students.
5	To liaise effectively with any necessary outside agencies to support all post 16 student’s chosen pathways (including apprenticeship programme, HE+, Oxbridge, Medicine/Veterinary, work

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	experience and alternative provisions) and to ensure they have access to a wide range of support and provision.
<b>6</b>	Support all students through the application process for UCAS, apprenticeships employment, including mock interviews and Oxbridge preparation.
<b>7</b>	To be responsible for the QA, completion, and dispatch of all applications (UCAS, apprenticeships, employment and training).
<b>8</b>	Providing CEIAG for parents during Parents Evenings and Parents Careers Information Evenings e.g. Introduction of Careers Pathways Evening, and careers opportunities/updates to parents.
<b>9</b>	Provide CEIAG for Y12 students wishing to change subjects and administer agreed changes to their timetable.
<b>10.</b>	Identify learners in Year 12 who are in need of alternative pathways in partnership with the school's Personalised Learning Co-ordinator.
<b>11</b>	To provide CEIAG advice and support for Year 13 students, both before and after the release of Sixth Form summer results, to help them with the transition process and secure the correct pathway for them.
<b>12</b>	To work with the school's CEIAG lead to ensure continuity of practice and advice given.
<b>13</b>	To support the Director of Sixth Form with the planning, delivery and administration surrounding whole school and sixth form training in relation to UCAS applications/references, Unifrog, Apprenticeships Programme and any other careers platforms utilised by the sixth form.
<b>14</b>	To support the Director of Sixth Form with the planning, delivery and administration surrounding careers assemblies, workshops and information sessions to sixth form year groups (careers pathways, UCAS, Unifrog, Apprenticeship Programme, etc.)
<b>15</b>	To provide support and administration throughout the Sixth Form application process including before, during and after the summer GCSE results days.
<b>16</b>	To ensure the smooth transition of students into year 12 by administering enrolment and timetables in time for the start of term.
<b>17</b>	To support with the Director of Sixth Form in the necessary administration surrounding identification, recruitment and transition of year 11 students (including students from other schools) into the Sixth Form college.
<b>18</b>	Develop positive college / home partnerships through effective communication with parents/ carers.
<b>19</b>	To work closely with the Post 16 Student Services Administrator responsible for pastoral.
<b>20</b>	To assume the DSL role in the absence of the Post 16 Student Services Administrator responsible for pastoral.

Notwithstanding the detail in this job description, in accordance with the School's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Manager from time to time, up to or at a level consistent with the Main Responsibilities of the job and in any location within the school site/s.

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## 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.

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 supporting letter should be no more than 2 sides of A4 and font size no smaller than 10.

The closing date is **12 noon on Tuesday, 25<sup>th</sup> February, 2025**. Interviews are likely to be held later that 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



If you complete an application electronically, you can return your application via email to Mrs Owen at [jobs@alsagerschool.org](mailto:jobs@alsagerschool.org). All electronically submitted applications will be acknowledged. Please note that you will be required to sign a paper copy of your application if you are invited to interview.

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.

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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

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

BPi/CEIAG/Feb 2025

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## PERSON SPECIFICATION

Job Title: Sixth Form Student Services Administrator – CEIAG Grade: 6

CRITERIA	ESSENTIAL	DESIRABLE
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of providing high quality careers education, individual advice and guidance.</li> <li>• Use of administrative systems and processes to maintain a high standard of accuracy of record keeping in support of an organisation.</li> <li>• Effective reporting and communication to others through reports, emails, letters, etc.</li> <li>• Experience of delivering training and/or workshops.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of careers education, individual advice and guidance in the field of Post 16 education.</li> <li>• Experience of supporting individuals through the university, apprenticeship and employment applications.</li> <li>• Experience of dealing with external agencies, such as police, SCIES.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of general education, with strong numeracy and literacy skills.</li> <li>• CEIAG qualified to level 6.</li> <li>• First Aid trained to level 1 or higher</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant vocational qualification.</li> <li>• ECDL.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of university, apprenticeship and employment pathways to ensure a high level of advice on career pathways is delivered.</li> <li>• Knowledge of the UCAS application process.</li> <li>• Knowledge of `School's Management Information Systems, e.g. SIMS) packages.</li> <li>• Excellent ICT skills including Microsoft office applications e.g. Excel, Powerpoint, Outlook, Teams and Forms</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Safeguarding experience and knowledge of safeguarding procedures.</li> </ul>	
<b>Personality</b>	<ul style="list-style-type: none"> <li>• Energetic &amp; adaptable.</li> <li>• Enjoy a challenge.</li> <li>• A resilience to absorb and cope with pressure.</li> <li>• Integrity, discretion and ability to maintain confidentiality.</li> <li>• Reliable.</li> <li>• A capacity to maintain personal physical and mental wellbeing.</li> </ul>	
<b>Special Aptitudes</b>	<ul style="list-style-type: none"> <li>• Ability to provide an accurate, efficient and professional service.</li> <li>• Excellent organisation and time management skills with the ability to use initiative and to work flexibly with limited supervision.</li> <li>• Ability to form effective relationships with colleagues, students and parents.</li> <li>• Good interpersonal/communication skills, both orally and in writing.</li> <li>• Commitment to safeguard and promote the welfare of children.</li> </ul>	

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