



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 5; scp 07 - 11 £23,206 (actual salary) (Whole year Full-time equivalent: £25,584)
+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. We are a local trust providing support for local schools, children, and families.

Alsager School is a large 11-18 mixed, (The Cornovii Trust, TCT), with 1521 pupils on roll, including approximately 226 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 Alsager School, Alsager Highfields Primary school, Weston Village Primary School, Brine Leas School, Nantwich, and Audlem St. James CofE Primary School, and from September 2024 Pear Tree Primary School, Nantwich joined our Trust.

Alsager School is a fantastic place to work with motivated and well-behaved students, a committed and experienced governing body, dedicated staff, and supportive parents. Children of all abilities make impressive progress throughout the key stages. We are one of the highest performing schools in Cheshire East, and our last Ofsted in January 2023 graded the school as Good in all areas.

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 We hope this information will encourage you to apply.

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



Alsager School

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 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, providing them with support to aid their learning and ability to move into their aspirational destination at the end of their time in sixth form.

The person we wish to appoint would work alongside the Director and Deputy Director of Sixth Form to continue to develop the very high level of careers education, individual advice and guidance which is already in place. You will have proven clerical skills and be able to 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.

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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 experience and alternative provisions) and to ensure they have access to a wide range of support and provision.
6	Support all students through the application process for UCAS, apprenticeships employment, including mock interviews and Oxbridge preparation.
7	To be responsible for the QA, completion, and dispatch of all applications (UCAS, apprenticeships, employment and training).
8	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.
9	Provide CEIAG for Y12 students wishing to change subjects and administer agreed changes to their timetable.
10.	Identify learners in Year 12 who are in need of alternative pathways in partnership with the school's Personalised Learning Co-ordinator.
11	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.
12	To work closely with the school's CEIAG lead to ensure continuity of practice and advice given.
13	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.
14	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.)
15	To provide support and administration throughout the Sixth Form application process including before, during and after the summer GCSE results days.
16	To ensure the smooth transition of students into year 12 by administering enrolment and timetables in time for the start of term.
17	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.
18	Develop positive college / home partnerships through effective communication with parents/ carers.
19	To work closely with the Post 16 Student Services Administrator responsible for pastoral.
20	To assume the DSL role in the absence of the Post 16 Student Services Administrator responsible for pastoral.

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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.

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, 14th January 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. 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.

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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

Further details about the school are available from our website: www.alsagerschool.org

BPI/CEIAG/Dec 2024

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