



## 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 5, scp. 07 - 11: £23,206 p.a. (actual salary) Permanent**  
**[Whole year £25,584] + Pension scheme (LGPS)**

We are seeking to appoint an experienced administrator to 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.

Closing date: **12 noon on Tuesday, 14<sup>th</sup> January 2025.** Interviews later that week

Full details and an application form can be downloaded  
from our website: [www.alsagerschool.org](http://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

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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