



## 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 £27,711]**

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.

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. Otherwise we can offer the role as a Grade 5 if you do not hold the qualification or only have some experience. Grade 5 salary is (£25,584 FTE, actual salary based on 37 hrs and 41 weeks is £23,206)

Closing date: **12 noon on Monday 25<sup>th</sup> November 2024.** 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

Telephone: 01270 871 100 • Email: [admin@alsagerschool.org](mailto:admin@alsagerschool.org) • Web: [www.alsagerschool.org](http://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,  
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and having its registered office at Hassall Road, Alsager, Cheshire ST7 2HR