



## Alsager School

Required ASAP:

### **SCHOOL OFFICE ADMINISTRATOR**

**Permanent**

**(Responsible to: Office manager)**

We require ASAP an experienced, enthusiastic and reliable administrator to join our busy school office team.

This is a fantastic opportunity to work in a friendly and supportive environment where no two days are the same. You will be part of a well-established team working together to provide outstanding support to staff, students, and parents.

What we're looking for:

- Highly organised with excellent attention to detail
- Ability to work under pressure and use initiative
- A positive, can-do attitude
- First Aid certificate. A valid First Aid certificate is desirable but not essential as full training will be provided.

Hours: 19 hours per week

39 weeks [term time plus one week]

Working hours: Monday to Thursday 12:30 to 16:00 and Fridays 10:30 to 16:00

**Grade 4: scp 05 to 06 £11,335 to £11,515 (actual salary)**

**[whole year equivalent: £25,583 - £25,989]**

**Closing date: 12 noon, Friday 16<sup>th</sup> January 2026**

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, 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

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