



## Alsager School

**Hassall Road, Alsager, ST7 2HR**

**Headteacher: Andrea O'Neill**

### **SCHOOL OFFICE ADMINISTRATOR**

**Permanent.**

**Required as soon as possible**

**Hours: 19 hours; 39 weeks [term-time plus 1 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]

**Responsible to: Office manager**

Thank you for your enquiry about the above post. It is a full-time, part-year, temporary post and the successful applicant will join the school's highly efficient front office Team.

The post is based in the Main School Office which is a well-equipped reception area with an adjoining administration office and First Aid Room. You will be part of a well-established team working together to provide outstanding support to staff, students, and parents.

As the first point of contact, it is essential for the person appointed to be an exceptional communicator and we pride ourselves on the service we currently offer to pupils, staff and visitors. The successful candidate will also need to be able to work calmly under pressure, whilst working on their own initiative. Have a willingness to undertake appropriate training in relation to First Aid and SIMS.net.

Applicants should have a good general educational background and be computer literate. Knowledge of SIMS.net (Schools Information Management System) would be an advantage but not essential as appropriate induction and training will be provided when in post.

### **About the 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 1527 pupils on roll, including approximately 230 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.

#### **Principal Responsibilities:**

- Creating and managing documents, spreadsheets and presentations
- providing essential support for daily operations,
- Handling communication (calls/emails)
- To be the first point of contact for parents, pupils, and visitors (in-person, phone, email).
- Handle incoming/outgoing mail, photocopying, and general correspondence.
- Update and manage school communications
- Maintain student records and databases (e.g., SIMS/Talaxy/CPOMS)
- Promote and safeguard the welfare of children and young people.
- Administer basic first aid
- Maintain confidentiality and adhere to data protection policies.
- Act as cover for reception
- Support the Office Manager and School team.
- Undertake other reasonable duties as required.

Notwithstanding the detail in this outline, in accordance with the Cornovii Trust's flexibility policy the Job-holder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the Principal Responsibilities of the job.

#### **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. Please also remember to complete the Rehabilitation of Offenders Statement and Equal Opportunities Questionnaire.

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 closing date is **12 noon on Friday, 16<sup>th</sup> January 2026**. Interviews are likely to be held later in the 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

Your completed application should be received in school no later than **12 noon on Friday, 16<sup>th</sup> January 2026** via email to Mrs Owen at [jobs@thecornoviitrust.org](mailto:jobs@thecornoviitrust.org).

*NB: All candidates submitting an electronic application will be required to sign and date their form if invited to interview.*

All electronically submitted applications will be acknowledged.

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

BPi/ school Administrator/Dec 2025

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

## PERSON SPECIFICATION

**Job Title:** school Administrator

**Grade:** 4 scp: 05-06



**Alsager School**

CRITERIA	ESSENTIAL	DESIRABLE
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a reception or office administrative role working to strict deadlines.</li> <li>• Experience of delivering excellent customer service.</li> <li>• Proven ability to communicate with people at all levels of the organisation.</li> </ul>	Previous experience in an education field/working with children.
<b>Qualifications/ Knowledge</b>	<ul style="list-style-type: none"> <li>• Highly competent in the use of Microsoft Office suite of applications.</li> <li>• Good standard of education including GCSE English &amp; Maths.</li> <li>• Excellent numeracy skills.</li> <li>• Meticulous attention to detail.</li> <li>• Willingness to undertake appropriate training in relation to First Aid and SIMS.net</li> </ul>	<p>First aider.</p> <p>Experience in use and manipulation of School's Information Management Systems (SIMS.net).</p>
<b>Personal attributes/Skills</b>	<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills.</li> <li>• Strong organisational and time management skills.</li> <li>• Proficiency with computer systems and management information systems.</li> <li>• Discretion and ability to handle confidential information.</li> <li>• Proactive, supportive, and able to work efficiently</li> </ul>	Have high expectation of themselves with the capacity for self-improvement