



Alsager School

Required As soon as possible:

ATTENDANCE ADMINISTRATOR (Responsible to the Attendance Reporting Officer)

Experienced and enthusiastic administrator required to assist and provide clerical support to the Attendance / Reporting Officer.

The successful candidate will have a good standard of general education and be highly competent in the use of MS Office.

Applicant to have the ability to analyse data and produce reports.

Knowledge of educational data packages such as Sims or Talaxy would be desirable, but not essential, as training will be provided.

35 hours; 39 weeks [term time + 1 week]

Grade 3: SCP 3-4 £19,610 - £19,918 (actual salary)
[FTE Whole year £24,027 - £24,404]

Closing date: 12 noon, Monday 31st March 2025

Interviews: Friday 4th April 2025

Full details and an application form can be downloaded from our website:
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 • 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