

**ALTRINCHAM GRAMMAR SCHOOL FOR GIRLS*****Required as soon as possible*****Teaching School Administrator**

Salary Scale 3 NJC points 14-17 (£16,781-£17,772)

Full time term time only (plus 10 extra days)

Actual starting salary £15,593

36.25 hours a week

**Local government pension scheme**

Altrincham Grammar School for Girls, part of the Bright Futures Educational Trust, is a highly successful single sex 11 -18 academy in the South Trafford area. Altrincham Grammar School for Girls was proud to be designated as one of the first one hundred Teaching Schools nationally. The Alliance for Learning Teaching School is a dynamic, high-quality organisation providing training, school to school support and offering a range of school-based routes into teaching in the early years, primary and secondary sectors through our SCITT (school centred initial teacher training).

The Alliance for Learning Teaching School are seeking an experienced, highly skilled administrator who is committed to our teaching school values and who will provide outstanding administrative support. The post holder will support the administration and coordination of the CPD programme and leading on a number of marketing campaigns.

The nature of the support required will vary from day to day. However, key responsibilities will typically include: general administrative support for the Teaching School team; communicating effectively with delegates; ensuring that records are well maintained and preparing documents/resources; supporting the customer journey from enquiry to post-course evaluation by supporting customers at each stage; actively managing the recruitment through multi-media channels.

**Applications:** Please return your application to Mrs C Williams at the school by midday on Monday 29 October 2018. Interviews are to be held in the week commencing 5 November. Applicants who are not contacted during this period may assume that they have not been successful but are thanked for their interest. Unfortunately, we are unable to provide feedback to unsuccessful applicants who are not called for interview.

Please note that due to equal opportunities and safeguarding regulations, applications will be accepted by application form only. Please do not send CVs. Supporting documents/letters of application are welcomed.

Further information about the Teaching School, Maths Hub and AGGS are available on the Alliance for Learning Website. BFET is committed to safeguarding and promoting the welfare of children and young people and it is expected that all applicants will share this commitment. DBS checks will be carried out on all successful candidates. This post is exempt from the Rehabilitation of Offenders Act 1974.