



ALTRINCHAM GRAMMAR SCHOOL FOR GIRLS
The Alliance for Learning Teaching School Administrator
Salary Scale 3 NJC points 14-17 £16,781-£17,772
Part-time (18.125 hours), term-time only plus 5 extra days
Actual starting salary £7,609 per annum

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).

We are seeking a dynamic and well organised individual to provide great administrative support for our core operations including booking people onto our training programmes, answering the phone/emails, marketing and providing good customer service to our network of schools. The role will suit a flexible individual with experience of working in a small business or school context. An ability to prioritise and work within a team is essential.

Closing date: 29.10.18
Interviews: w/c 5.11.18

To apply/more information visit: <http://allianceforlearning.co.uk/we-are-recruiting-3/>

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.