 **** 

**ALTRINCHAM GRAMMAR SCHOOL FOR GIRLS**

***Required as soon as possible***

**Teaching School Administrator**

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

Part time (18.125 hours per week), term time only (plus 5 extra days)

Actual starting salary £7,609 per annum

**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. Since July 2011 the Teaching School has furthered its work in research and development, school to school support, initial teacher training and professional development. The Teaching School works with a diverse range of partners: primary, secondary and special schools, sixth form colleges, the universities. We also have partnerships with other organisations to enhance our offer, in order to improve outcomes for young people across a large geographical area in the North West of England.

Following a period of growth we are looking to recruit a Teaching School General Administrator, whose role will be to provide flexible support across our team. This will include administrative support, assisting other team members in a variety of ways, overseeing the effective running 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 team, communicating effectively with delegates, ensuring that records are well maintained and preparing documents/resources. To support the customer journey from enquiry to post-course evaluation by supporting customers at each stage actively managing the recruitment through multi-media channels.

Please return your application to Mrs C Williams at the school by midday on Wednesday 2nd May 2018. Interviews are to be held on 9th May 2018. 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.

**ADDITIONAL INFORMATION**

Further information about the school, a copy of the school’s prospectus and the most recent OFSTED inspection are available from the school’s website. Further information about the Teaching School 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.