



GSA: Independent Day School for girls aged 2 - 18

HR Officer & School Administrator

Part Time, Term time plus 2 weeks

Situated in the heart of rural Cheshire but easily accessible from the vibrancy of Manchester City Centre, Alderley Edge School for Girls is a high-achieving, academic and dynamic school with a committed staff body and hardworking, motivated pupils.

We are seeking to employ an efficient and experienced HR Officer & School Administrator to assist the HR Manager in the administration of HR procedures. This position is offered as term time plus two weeks, 30 hours per week.

Alderley Edge School for Girls is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and barring Service.

The Recruitment Pack with further details as well as the Application Form are available to download from the School website: www.aesg.co.uk. A completed application form and accompanying letter of application, including the name, address, telephone number and email address of two referees should be sent to:

Mr Karl Elias- Hr manager
Alderley Edge School for Girls
Wilmslow Road
Alderley Edge
Cheshire SK9 7QE

E: staffrecruitment@aesg.co.uk
Tel: 01625 583028

Closing date for applications: 12 noon, Friday 9 January 2026.

Interviews will be held week commencing 12 January 2026.

If you have not been contacted by the interview date, your application will have been unsuccessful.