



ALDERLEY EDGE
SCHOOL FOR GIRLS

HR and Admin officer

Required as soon as possible

Term time plus two weeks

INFORMATION FOR APPLICANTS



Introduction from our Headmistress

At AESG academic excellence is delivered within a nurturing, family environment and where staff place equal emphasis on the wellbeing of our pupils and developing their individual characters. Each girl is nurtured and supported in small classes and it is our priority that each girl reaches her individual potential and becomes the best she can be.

From academic competitions, drama and sporting performances to the benefits of being an Apple Distinguished School, our aim is to cultivate a culture of curiosity, resilience and kindness, where every girl can #BeMore.

AESG is more than just a place of learning; it is a much-loved community where success is measured not only by the girls' outstanding academic success but the strength of their character. AESG provides girls with outstanding pastoral support, innovative teaching, a broad curriculum and a fantastic array of extra-curricular activities.

The school prides itself on its Christian values, yet welcome girls of all faiths. AESG respects, celebrates and embraces diversity and equality of opportunity without prejudice. Our school motto permeates all areas of school life: 'Aspire not to have more, but to be more'.

AESG is a community. All our girls, from those in Nursery at the age of two, through to Sixth Form at the age of 18, feel safe and secure and benefit from being in a school positioned in a vibrant village environment.

The School has been awarded Apple Distinguished Status and is an Apple Regional Training Centre, after significant investment and development in Technology Enhanced Learning. Senior School girls bring their own iPads into school to enrich their learning experience. Each teacher is also given their own iPad to support their teaching and there are Apple TVs integrated throughout the School.

In June 2021, the Independent School Inspectorate (ISI) undertook a full inspection at AESG. The School was given the highest possible 'Excellent' rating. The inspection was focused on the pupils' academic and other achievements, as well as their personal development, with the school being found to be excellent across each area.

We are a proud member of the Girls' School Association and we value the importance of an all-girls' education and the benefits this provides for our students. There are numerous opportunities for girls to develop both team working and leadership skills and to help guide the school and their peers. In this way our students learn important

life skills which prepare them for the world of work and they leave us as impressive young women who make a difference.

C Wood

Mrs Caroline Wood
Headmistress



Vision Statement

“Aspire not to have more, but to be more”
(Archbishop Oscar Romero)

Our Aims

Academic

To provide a challenging and stimulating learning environment in which every girl fulfils her full academic potential, and thus equipping girls with the knowledge, skills and learning attributes for success beyond AESG.

To deliver an innovative and future-inspired curriculum embracing the use of technology, thus fostering intellectual curiosity, developing creativity and a passion for lifelong learning.

Spirituality

To welcome girls of all faiths who share our values, and to respect, celebrate and embrace diversity and equal opportunities without prejudice.

To present a supportive, open and inviting environment for girls to explore their spirituality, to encourage reflection, and develop a strong moral compass based on our Christian foundation and principles.

Enrichment

To offer an extensive enrichment programme to enable girls to develop leadership skills, foster collaboration and resourcefulness, grow in confidence and encourage resilience.

To provide a rich and stimulating school experience in and outside the classroom, where girls can explore and develop their interests and talents.

Girls

To create a supportive, nurturing and happy environment underpinned by pro-active pastoral initiatives, putting the girls' wellbeing first.

To empower all our girls to flourish as strong women in the 21st Century workplace, to communicate with confidence, and take their place as responsible, active and global citizens bringing about positive change for a more sustainable and equitable future.



Current Staffing

The School, which is split into the Prep and Senior sections, is led by the Headmistress, Caroline Wood, who was appointed in September 2024. In the Senior School, teaching staff comprise two Deputy Heads.

In the Prep School, teaching staff are led by the Head of Prep, Emma Scott.

The support staff are led by the DFO and comprise of administrative, estate, finance, ICT Support, marketing and development and welfare staff.

The School employs a qualified librarian, technical support staff, visiting instrumental music teachers as well as specialist sport and drama coaches.

Catering and cleaning are currently supplied by external contractors.

Accommodation

In the last five years, an ambitious refurbishment and development programme has transformed the School estate.

The School's outdoor courts have been completely refurbished, along with the Junior Gymnasium. A new fitness suite and climbing wall have been installed.

Early Years provision has benefitted from the installation of outdoor play equipment and the refurbishment of all four classrooms from Nursery to Year 1. Elsewhere, ICT suites have been modernised and infrastructure upgraded, as have numerous specialist subject classrooms. The main buildings have had significant infrastructure improvements as well as investing in state of the art technology.





HR Officer & School Administrator

Job Description

30 hours per week Term Time plus 2 weeks

Role Reporting to: HR Manager

Purpose of role:

To assist the HR Manager in the administration of HR procedures including Recruitment, Induction and Appraisal.

Main Duties and Responsibilities

HR

- Preparing and placing of adverts in local and national press and online.
- Preparing and organising application packs, including job descriptions to be uploaded to school website.
- Sending out reference requests for shortlisted candidates
- Assist in planning Interview schedules
- Ensuring staff starter pack documents are up to date and starter packs are made up for new staff in line with the New Staff Induction
- Ensure line managers carry out probationary review meetings and complete required paperwork.
- Ensure all paperwork/procedures are completed for staff starters and leavers and any staff changes, ensuring iSAMS is up to date.
- Ensure staff filing is up to date.
- Keep up to date records of all Appraisal paperwork including lesson observations of all teaching staff, ensuring they are completed in the required timescale
- Maintain records of NQT induction assessment reports for all NQTs, liaising with the School's NQT co-ordinators.
- Maintain Training Records for all staff including First Aid, Safeguarding, Policy Reviews, and in-house training

Administrative Services

- General secretarial and administrative support to academic and support staff including regular school documents, letters to staff and parents.
- Dealing with general parent enquiries and other incoming phone calls
- Distribution of incoming post
- Maintenance and replacement of notices around the school site e.g., H&S, Safeguarding
- School Calendar management including termly update of sports fixtures and manual update of the Booking Calendars
- Daily management of reprographics function, maintaining stocks of paper and consumables, liaising with technicians to effect repairs and assisting with internal examination and other bulk copying.
- Administration of School events including running the box office for ticket sales (e.g., school productions, concerts, and other similar activities)
- Reception Cover in Seniors or Prep as and when required.
- Admin support for the school Nurse

- Be aware of and responsive to the changing needs of the School and maintain a flexible and pro-active approach to work.

You will also be expected to undertake any other related duties as requested by the Headmistress or DFO

General Support for the School

- Attend school training, events and meetings when required
- Support the School's commitment to safeguarding children and promoting their welfare at a level appropriate to this role.
- Contribute positively to the overall ethos/work/aims of AESG.
- Participate in training, and undertake any performance development activities as required.
- Be aware of and responsive to the changing needs of the School and maintain a flexible and pro-active approach to work.

Support for other administrative staff at key times in the year may also be required (eg, school holiday periods).

Person specification

: HR Officer & School Administrator

	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria
Qualifications	Educated to at least a pass in both GCSE English and Maths Recognised secretarial or administrative qualification, or the equivalent gained through experience	First Aid Qualifications (or a willingness to undertake training)
Experience	Secretarial or administrative experience Previous experience of working in a complex, busy, service-driven environment	Experience of working in a school environment
Knowledge and Skills	Excellent interpersonal and communications skills Good organisational and administrative skills with the ability to remain calm under pressure and work to tight deadlines PC literate with proficiency in the Microsoft Office suite of tools Excellent command of written and spoken English Good telephone manner and ability to deal with callers and visitors in a calm and courteous way	
Personal Qualities	Ability to communicate at all levels Flexible and adaptable Able to work on own initiative and organise own workload The ability to work as a member of a collaborative team as well as independently	

Safeguarding	Full understanding of safeguarding requirements Commitment to implementing whole school policies relating to the safeguarding of children	
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ADDITIONAL INFORMATION

Terms and Conditions of Employment

Salary and other benefits

£20,000 - £23,695 FTE (actual salary £10,462 - £13,881.28) dependent on qualifications and relevant experience.

There is a 40% discount on School fees for the daughters of full-time members of staff – this discount is pro rata for part-time staff.

The School offers membership of a pension scheme for support staff, with employer contributions of 6% of salary.

Staff may purchase a lunch from the School dining room, and refreshment facilities are available during the day.

We offer an Employee Assistance Scheme, alongside a number of other wellbeing initiatives. There is free parking on site for all staff.

Working Hours

The position is offered as 30 hours per week, Monday to Friday, term time plus two weeks

Please note that flexibility of working hours will be required at key times of the year to accommodate the requirements of the role.

A paid holiday allowance of 20 days per year plus 8 statutory bank holidays will be given. Holidays should generally be taken outside of school term time, at times agreed by the Director of Finance and Operations.

Full Terms and Conditions will be defined in the Contract of Employment.

Equal Opportunities

We are committed to treating all employees with dignity and respect regardless of race, ethnic background, nationality, colour, gender, transgender status, pregnancy, disability, age, sexual orientation, marital status, religion or belief.

Other Information

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All applicants who are offered employment will be subject to an enhanced criminal record check and the Children's Barred List check for the Child Workforce from the Disclosure and Barring Service (DBS), which must be cleared before the appointment is confirmed. Candidates will be required to submit the subsequent DBS Certificate to the School prior to commencement of their employment. Candidates are also required to present relevant examination qualifications for inspection at the interview stage.

In accordance with the Asylum and Immigration act 1996, the School will require candidates to provide documentary evidence at interview that they are legally entitled to live and work in the UK.

AESG adheres to the Data Protection act and General Data Protection Regulations 2018. As part of the application process we will obtain and process information about you, including any criminal convictions you may have. All information will be kept confidential and will only be used to process your application.

If your application is unsuccessful, all your information will be deleted from our systems and disposed of in a secure and timely manner.

Upon appointment the successful candidate will be required to complete a medical questionnaire which will be kept on their confidential personnel file.

The school is committed to equal opportunities for all of its employees and its policy is available on request.

AESG has a no-smoking policy throughout its buildings and grounds and a smart dress code.

Application Arrangements

An application for the post should be made by submitting to the Headmistress, either in writing, or by email to staffrecruitment@aesg.co.uk, the following:

- A fully completed AESG Application Form
- A supporting letter outlining how your experience and/or personal qualities would enable you to successfully fulfil the requirements of the post and contribute to the development of a thriving School.

The closing date for receipt of applications is 12 noon, Friday 9 January 2026.

Interviews will be held during the week commencing 12 January 2026.



ALDERLEY EDGE
SCHOOL FOR GIRLS

Alderley Edge School for Girls
Wilmslow Road,
Alderley Edge,
Cheshire,
SK9 7QE

Tel: 01625 583028

Email: staffrecruitment@aesg.co.uk