



ALDERLEY EDGE
SCHOOL FOR GIRLS

**GSA: Independent Day School for girls aged 2 - 18
Prep School Secretary
Full time, Term Time plus 10 days
(Monday, Wednesday, Thursday and Friday 08:00-16:00 and Tuesday
08:00-17:00)
Required for 24 March 2025**

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 a dynamic, organised, and friendly individual to join our team as a Prep School Secretary. This key role involves providing administrative support to the school's leadership team, managing communications with parents and visitors and ensuring the smooth day-to-day operations of the Prep School office. The ideal candidate will possess excellent organisational skills, attention to detail, and a warm, welcoming demeanour.

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.

Candidate information is available to download from the school website: <https://www.aesg.co.uk/edge-life/job-vacancies>. 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:

Mrs C Wood, Headmistress
Alderley Edge School for Girls
Wilmslow Road
Alderley Edge
Cheshire SK9 7QE

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

Closing date for applications: Friday 14 February 2025

Interviews will be held week on Monday 24 February

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