



**ALEC REED
ACADEMY**

PROUD TO LEARN

**3 - 19 Years (Mixed)
Academy in Northolt,
London Borough of Ealing**

ACADEMY ADMINISTRATOR

Salary: £27,000 per annum

Local Gov Pension, free parking, gym, family friendly benefits



Check out our [Principal's weekly updates](#) on our highlights and successes for the week.

"I chose to work at ARA since I felt it was the kind of facility that was at the heart the local community. I'm from the local area and it is important that we have facilities like this school". Librarian

We have the rare opportunity to work collaboratively with experienced staff in a high quality and well-resourced environment in the role of Academy Administrator with a focus on Admissions, MIS & SEN. We are based in West London/Ealing. This position is to commence as soon as possible.

This role is to work 36 hours per week on a term time only+ basis working normal term times, plus Professional Development days, pre-results days and results days in August of each year. The hours of work are generally Monday to Friday from 7.30am until 3.30pm. The salary of £27,000 per annum has already been pro-rata'd and therefore this is the actual salary you will receive (before tax).

Skills & Experience needed:

- The role of Academy Administrator is responsible for maintaining the Academy-wide MIS (currently SIMS database) with accurate information
- To complete the Census' to deadlines as required through the Academic Year and manage Main Round and In-Year Academy Admissions from Nursery to Year 13
- To support the Academy SEND team and to lead on the creation, maintaining and updating of pupil profiles following weekly CYP meetings
- Applicants must have GCSE English and Mathematics Grade C / 4 or above (or equivalent) and be educated to Level 3 standard (A-Level/NVQ or equivalent)
- Experienced in working in an educational environment or similar role in Admissions, MIS or SEN
- Those experienced and confident in SIMs and the preparation and submission of Census throughout the Academic Year would be at an advantage.

What we have to offer you:

- An Ofsted 'Good' school and an exciting place to work
- A welcoming school in West London/Ealing with great Trustees, where staff feel valued, enjoy opportunities for additional paid responsibilities, and there is scope to influence autonomy.
- Employer's pension contribution of over 17%, Free on-site parking, free use of the in house gym, subsidised meals and family friendly policies including dependents entitlement as well as regular nominated staff rewards and free breakfasts are also welcomed by staff.

Commitment to safeguarding:

- ARA is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination
- The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

How to apply:

- Come and visit us for a personal tour if you like, or you could visit the 'Quicklinks - Vacancies' section of our website for more information and an application form: www.alecreedacademy.co.uk
- If you prefer to talk, our HR department would love to chat: 0208 8414511.

Closing date for completed applications: Sunday 18th June 2023 at midnight.

Interviews will be held w/c 19th June 2023

We reserve the right to hold interviews in advance of the closing date should a favourable application be received.

ARA is committed to the protection and safety of our learners. The successful applicant will be required to undertake an enhanced criminal record check via the Disclosure and Barring Service prior to commencing the role.

Judged as OfSTED Good in 2015 and 2018



**INVESTORS
IN PEOPLE** | Bronze



the **PiXL** club
partners in excellence