



**ALEC REED
ACADEMY**
PROUD TO LEARN

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

ACADEMY ADMINISTRATOR

**£21,375 p/a, term-time only+
free parking, gym, family friendly benefits**



The Alec Reed Academy is an Ofsted 'Good' school and an exciting place to work. In July 2018 it received praise from Ofsted who described it as *'at the heart of its community, an inclusive school with leadership providing excellent role models and maintaining the good quality of education since the last inspection in 2015'*.

We are seeking a confident and capable administrator with experience in an educational environment or similar role to administer admissions across our Primary and Secondary school ensuring all information held in SIMs is accurate. Under the line management of the Data Information Systems Manager, you will be responsible for maintaining the Academy-wide SIMs database with accurate information, completing the Census to deadlines as required through the Academic Year; as well as providing accurate data to the Leadership Team and Board of Trustee's.

You will be educated to Level 3 standard (A-level/NVQ) with GCSE's in English and Mathematics at Grade C / 4 or above (or equivalent). It is essential that you are experienced in working in an educational environment or similar role. Applications from those with exposure to SIMs and the preparation and submission of Census would be favourably received.

This role is to work 36 hours per week on a term time only+ basis. The role requires that you work normal term times plus Professional Development days in addition to the pre-results days, and results days in August of each year (normally working the last 2 weeks). The hours of work are generally Monday to Friday from 7.30am until 3.30pm. The salary of £21,375 per annum has already been pro-rata'd and therefore this is the actual salary you will receive (before tax). The position is to start as soon as possible, however we are willing to wait for the right candidate.

Visit our website and 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 17th October 2021 at midnight.

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

