

# ALEC REED ACADEMY

Bengarth Road, Northolt, Middlesex, UB5 5LQ

Tel: 020 8841 4511 Fax: 020 8841 4480

[www.alecreedacademy.co.uk](http://www.alecreedacademy.co.uk)

Acting Principal and CEO: Phil Cosby

**October 2021**



## **Vacancy: Academy Administrator**

I am delighted that you are interested in applying for the post of Academy Administrator at Alec Reed Academy as your next career move. We are at an exciting stage on our improvement journey and this role is central to our aim of becoming a securely outstanding school.

Improving academic outcomes and driving standards is a central aim for all roles at the Academy even if you do not work directly with students as the work that we all do supports to ensure effective teaching and learning can take place. We are very proud that we are an inclusive, happy school where children feel safe and valued and we would expect the academy's core values of Honesty, Respect and Kindness and our motto, 'Proud to Learn' to be integral to your work.

I am a firm believer that the biggest impact on standards is the quality of teaching that a pupil receives. All of my staff including non-teachers must be talented, passionate, capable and aspirational. They must also be team players, committed to making a difference to our whole community, supporting each other, and doing whatever it takes to ensure our pupils reach their potential. This is a very important role for the Academy as the Administrator plays a crucial role in maintaining the Academy-wide SIMS database with accurate information as well as completing the Census to deadlines.

The Academy is a great place to work and has excellent transport routes both into London and the outer suburbs. We are an outer London school but with inner London pay and offer employers pension contribution of over 17%, free on-site parking, free use of the gym, subsidised meals and family friendly policies including generous dependents entitlement.

This role is to work 36 hours per week on a term time only + basis (you must be available to work the 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 (this aspect is non negotiable as support with cover may be needed). The position is to start as soon as possible however we are willing to wait for the right candidate.

We have pleasure in enclosing the accompanying pack in which you should find the following: -

- Job Advert
- Job Description
- Person Specification
- Application Form

**Closing date for completed applications: Sunday 17<sup>th</sup> October 2021 at midnight.**

We reserve the right to hold interviews prior to the closing date should we receive favourable applications.

I look forward to receiving your completed application and encourage you to make contact should you wish to discuss any aspect of this role beforehand.

Yours sincerely,

**Phil Cosby**  
**Acting Principal and CEO**

*'The Collins PiXL Award for Outstanding Progress'* National Award Winners 2014

