



**ALEC REED
ACADEMY**

PROUD TO LEARN

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

ACADEMY SIMS & ADMISSIONS OFFICER

£25,000 - £29,000 p/a

**free parking, gym, family friendly benefits, work pension,
option to work term-time or full year round**



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 knowledgeable user of SIMs who also has solid experience of Census submissions. 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 and be responsible as the Admissions Officer for Reception and Year 7 admissions and in-year admissions and leavers. You will also provide the administration for other areas including Free School Meals and Pupil Premium files; as well as providing accurate data to the Leadership Team and Board of Trustees.

You will be educated to A-Level standard with GCSE's in English and Mathematics at Grade C or above (or equivalent). It is essential that you are experienced and confident in the preparation and submission of the Census, in the use and management of SIMs, and have worked in an educational environment or similar role. Although not essential; exposure to Primary School data input processes would be an advantage.

This role is to work 36 hours per week on either a full year round working basis (i.e. with a holiday allowance to be taken during school holidays), or a term time only+ basis (the above salary would be pro-rated). The hours of work are 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 in September or as soon as possible thereafter. 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 5th September 2021 at midnight.

Interviews will be held w/c: 13th September 2021

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

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



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