



**ALEC REED
ACADEMY**
PROUD TO LEARN

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

COVER ADMINISTRATOR

Salary: from LT2.1 £28,553 per annum

Local Gov Pension, free parking, gym, family friendly benefits, free on-site fitness suite



"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 exciting opportunity to work collaboratively with experienced staff in a high quality and well-resourced environment in the role of Cover Administrator with us based in West London/Ealing. This position has arisen due to the internal promotion of the current postholder and is therefore to commence as soon as possible.

The hours of work are Monday to Friday from 7am until 3pm (this aspect is non negotiable as Cover needs to be planned for lessons starting at 8.40am). The role is to work during 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 salary scale is from LT2.1 which is £28,553 per annum and has already been pro-rata'd and therefore this is the actual salary you will receive (before tax). The salary scale is negotiable based on qualifications and experience.

Skills & Experience needed:

- The role of Cover Administrator is to manage the administration, organisation and smooth running of daily cover for staff absence including proactively taking lessons in the Secondary Phase
- Applicants must be educated to Level 3 standard (A-level/NVQ) with GCSE's in English and Mathematics at Grade C / 4 or above (or equivalent)
- You will be a morning person (7am starts!), pro-active self-starter, with excellent communication and interpersonal skills, and have the ability to prioritise under pressure
- Previous experience in a school environment or similar role is not essential as full training will be provided, however this would be of benefit.

What we have to offer you:

- An Ofsted 'Good' school (June 2023) and an exciting place to work
- A welcoming school in West London/Ealing with great Trustees, where staff feel valued
- Opportunity to teach curriculum wide to support in your further development which can in turn support entry to teaching if desired
- Employer's pension contribution of over 19%, free on-site parking, subsidised meals and family friendly policies including dependents entitlement as well as regular nominated staff rewards and free breakfasts are also welcomed by staff
- New free on-site state of the art fitness suite, access to Blue Light Card and Costco membership for all staff, cycle to work scheme.

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 23rd March 2025

Interviews will be held w/c: 24th March 2025

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 2023

