



**ALEC REED
ACADEMY**
PROUD TO LEARN

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

COVER ADMINISTRATOR

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



Are you an outgoing, confident and assertive individual looking for a varied role where no two days are ever the same? Where you can take control and get the job done whilst working within a mutually supportive team? Where you leave at the end of day feeling satisfied that you have played a valuable role in contributing to the effective education of the students? If so then we have the right role for you.

Under the direction of the Data Information Systems Manager, you will manage the administration, organisation and smooth running of daily cover for staff absence. This involves maintaining the Cover Diary, arranging cover for absent teachers and relevant support staff, liaising with supply agencies, meeting and greeting new supply staff and providing support and in cases of emergency; covering classes in the absence of a teacher.

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). Apart from this it's the right personality that we are looking for to undertake this role. 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.

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 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 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

