



**ALEC REED  
ACADEMY**

PROUD TO LEARN

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

## COVER MANAGER

**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 of the local community. I'm from the local area and it is important that we have facilities like this school". Librarian*

Are you looking to take the next step in your education career? We're offering an exciting opportunity to join a dynamic and supportive team as a Cover Manager at our Academy in West London/Ealing, working alongside experienced staff in a well-resourced, high-quality environment. This role has opened up due to the internal promotion of the current postholder and is available for an immediate start. Many who have taken on this position have successfully progressed into teacher training with us – making it an ideal stepping stone for aspiring educators.

This is a full-time, term-time role with working hours from 7am to 3pm, Monday to Friday. Please note that these hours are non-negotiable to ensure cover is in place before the school day begins at 8.40am. The role includes attendance during term time, Professional Development days, and pre-results and results days in August (typically the last two weeks of the summer break). The starting salary is £28,553 per annum (LT2.1). This figure has already been pro-rata'd and reflects the actual annual pay before tax. The final salary point is negotiable depending on qualifications and experience.

### Skills & Experience needed:

- The role of Cover Manager 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, pro-active self-starter, with excellent communication and interpersonal skills, and 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:

- No planning or marking!
- An Ofsted 'Good' school (June 2023) 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](http://www.alecreedacademy.co.uk)
- If you prefer to talk, our HR department would love to chat: 0208 8414511.

**Closing date for completed applications: Sunday 11th May 2025**

**Interviews will be held w/c: 12th May 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**



**INVESTORS  
IN PEOPLE** | Bronze



the **PiXL** club  
partners in excellence