



**ALEC REED
ACADEMY**
PROUD TO LEARN

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

DATA ADMINISTRATION OFFICER

Salary: £27,000 per annum

Local Gov Pension, free parking, gym, family friendly benefits



"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

We have the exciting opportunity to work collaboratively with experienced staff in a high quality and well-resourced environment in the role of Data Administration Officer with a focus on MIS and Admissions. We are based in West London/Ealing. This position is to commence as soon as possible.

This role is to work 36 hours per week on a term time only+ basis working normal term times, plus Professional Development days, 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. The salary of £27,000 per annum has already been pro-rata'd and therefore this is the actual salary you will receive (before tax).

Skills & Experience needed:

- The role of Data Administration Officer is responsible for maintaining the Academy-wide MIS (currently SIMS database, soon to be Bromcom), complete the Census' to deadlines as required through the Academic Year, manage Main Round and In-Year Academy Admissions from Nursery to Year 13
- Applicants must have GCSE English and Mathematics Grade C / 4 or above (or equivalent) and be educated to Level 3 standard (A-Level/NVQ or equivalent)
- Be experienced in working in an educational environment or similar role in Admissions, MIS or SEND
- Those experienced and confident in Bromcom and the preparation and submission of Census throughout the Academic Year would be at an advantage.

What we have to offer you:

- An Ofsted 'Good' school and an exciting place to work
- The chance to work with exceptionally committed colleagues in a welcoming school in West London/Ealing where staff feel valued
- Employer's pension contribution of over 19%, free on-site parking, subsidised meals and family friendly policies including dependents entitlement
- Regular nominated staff rewards and free breakfasts are also welcomed by staff.

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 12th January 2025 at midnight.

Interviews will be held w/c 13th January 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 2015 and 2018

