

ALEC REED ACADEMY

Bengarth Road, Northolt, Middlesex, UB5 5LQ

Tel: 020 8841 4511 Fax: 020 8841 4480

www.alecreedacademy.co.uk

Acting Principal and CEO: Phil Cosby

October 2021



Vacancy: Examinations Invigilators

I am delighted that you are interested in applying for the post of Examinations Invigilator at Alec Reed Academy as your next career move. We are at an exciting stage on our improvement journey and this role is central to our aim of becoming a securely outstanding school.

Improving academic outcomes and driving standards is a central aim for all roles at the Academy even if you do not work directly with students as the work that we all do supports to ensure effective teaching and learning can take place. We are very proud that we are an inclusive, happy school where children feel safe and valued and we would expect the academy's core values of Honesty, Respect and Kindness and our motto, 'Proud to Learn' to be integral to your work.

I am a firm believer that the biggest impact on standards is the quality of teaching that a pupil receives. All of my staff including non-teachers must be talented, passionate, capable and aspirational. They must also be team players, committed to making a difference to our whole community, supporting each other, and doing whatever it takes to ensure our pupils reach their potential. I would expect you to share this passion too.

The Academy is a great place to work and has excellent transport routes both into London and the outer suburbs. We are an outer London school but with inner London pay, free on-site parking, free use of the gym and subsidised meals.

We have pleasure in enclosing the accompanying pack in which you should find the following: -

- Job Advert
- Job Description
- Person Specification
- Application Form

Closing date for completed applications: Sunday 31st October 2021 at midnight

Interviews will be held w/c 8th November 2021

We reserve the right to hold interviews in advance of the closing date should a favourable application be received

I look forward to receiving your completed application and encourage you to make contact should you wish to discuss any aspect of this role beforehand.

Yours sincerely,

Phil Cosby
Acting Principal and CEO

'The Collins PiXL Award for Outstanding Progress' National Award Winners 2014

