



**ALEC REED  
ACADEMY**  
PROUD TO LEARN



**APPLICATION PACK FOR THE ROLE OF  
HUMAN RESOURCES OFFICER  
(MATERNITY COVER)**

APPLICATION PACK

# HUMAN RESOURCES OFFICER (MATERNITY COVER)

CLOSING DATE  
2ND FEBRUARY 2026

## What's inside?

Welcome Message	3
Our Key Values	4
Our Primary & Secondary Phases	5
Unique Projects: Academy Fields & Outdoor Education	6
Employability Hub	7
Exceptional Facilities	8
Professional Opportunities	9
Staff Benefits	10
Factsheet	11
Staff Testimonials	12
Letter from the Principal & CEO	13
Job Advert	14
Job Description	15
Person Specification	16
Contact Us	17



**ALEC REED  
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# WELCOME TO THE ALEC REED ACADEMY



## WELCOME MESSAGE FROM OUR PRINCIPAL & CEO, PHIL COSBY



## Our Learning

We're delighted you're considering joining our vibrant, diverse, and forward-thinking community in the heart of Northolt, where you'll be part of an all-through school, educating pupils from Nursery to Sixth Form. Our Primary Phase is a cornerstone of our success — nurturing curiosity and laying strong foundations for lifelong learning. This unique structure fosters collaboration and professional growth across all key stages.

Our mission is simple: unlock potential and inspire excellence—in students, staff, and the wider community. We provide an environment where everyone feels valued, supported, and empowered to succeed.

We invest in our people with extensive professional development, clear career pathways, and a workplace that champions innovation, wellbeing, and achievement.

This application pack introduces our values, vision, working environment, and the benefits of joining our team. We hope it gives you a clear sense of who we are and what we stand for.

We look forward to the possibility of welcoming you to our Academy community.

Warm regards,

Phil Cosby  
Principal & CEO

# KEY VALUES

## “PROUD TO LEARN”

Our motto is at the heart of what we aim to achieve within the academy. To us, a sense of social and moral responsibility is as important as academic success. We model and promote behaviour which treats and respects all people as unique, valuable individuals.

A strong feature of the academy is our focus on three core, guiding principles: Respect, Honesty and Kindness. These positive values and attitudes are a necessary prerequisite for success and we encourage our students to demonstrate these in school, at home and in the wider community. They are central to our daily expectations of students.

As an all-through academy for ages 3–19, we offer a seamless learning journey that nurtures confidence, resilience, and ambition. In our Primary classrooms, respect and kindness underpin every interaction, fostering a safe and joyful environment where young learners thrive.

Our aim is simple: to inspire a love of learning, encourage high aspirations, and prepare young people to become responsible, compassionate citizens who contribute positively to society. By working together—students, staff, and families—we create a community where excellence is not just expected, but achieved.



## RESPECT

## HONESTY

## KINDNESS

At ARA, we believe that a first-class education is the right of every child and we take immense pride in being a truly inclusive academy where every student feels welcomed, valued, and supported. Our purpose is to create an environment where every child can thrive, exceed expectations, and develop the confidence, skills, and cultural capital needed to lead a fulfilling life. We reject the notion that intelligence is fixed or that prior attainment creates a glass ceiling; with the right support, every child can achieve more than they imagined.

Everything we do is driven by our commitment to make the academy a better place for the children we serve, and this vision is lived and breathed daily by every member of staff and our trustees. By providing an education that empowers choice and agency, we ensure that our students leave us not only with academic success but with the resilience and ambition to shape their own futures.



# PRIMARY PHASE – A FOUNDATION FOR LIFELONG SUCCESS



At Alec Reed Academy, our Primary Phase is the cornerstone of our all-through provision. We believe that the early years and primary education set the stage for every child's future success, and we are proud to offer a nurturing, ambitious, and innovative environment for pupils aged 3–19.

## Our Vision for Primary Education

We aim to develop confident, compassionate learners who are ready for the challenges of secondary education and beyond. Through high expectations, innovative teaching, and strong partnerships with families, we ensure every child leaves our Primary Phase equipped with the skills, knowledge, and character to succeed.

## What makes our primary phase exceptional?

- **Inclusive and Aspirational:** Every child is valued and supported to achieve their full potential, regardless of background or starting point
- **Rich, Creative Curriculum:** We deliver a broad and balanced curriculum that inspires curiosity, creativity, and a love of learning, complemented by outdoor learning opportunities through our Academy Fields project
- **Strong Foundations in Literacy and Numeracy:** Our approach ensures mastery of core skills while fostering confidence and independence
- **Specialist Facilities:** Primary pupils benefit from purpose-built spaces, vibrant outdoor areas, and access to our Academy's state-of-the-art resources, including performing arts studios and sports facilities
- **Exceptional Pastoral Care:** Our dedicated team prioritises wellbeing, resilience, and personal development, creating a safe and joyful environment where children thrive
- **Seamless Transition:** As part of an all-through school, our pupils enjoy continuity from Nursery to Sixth Form, supported by shared expertise and collaborative teaching across phases.

## SECONDARY PHASE – SHAPING CONFIDENT, SUCCESSFUL PEOPLE

- Our Secondary Phase is a vibrant, ambitious, and forward-thinking community where students are challenged, supported, and inspired to achieve their very best. We offer a broad and engaging curriculum delivered by dedicated subject specialists who are passionate about nurturing curiosity, confidence, and academic excellence. Our classrooms, laboratories, creative arts spaces, and specialist facilities—including our outstanding sports, STEM, and performance environments—provide students with the tools and opportunities to excel both inside and beyond the classroom.
- High expectations underpin everything we do: our students are encouraged to take pride in their learning, behave with integrity, and contribute positively to Academy life. Strong pastoral care ensures every young person is known, valued, and supported, creating a culture where students thrive both academically and personally. As a result, our Secondary Phase continues to strengthen year on year, with a clear upward trajectory and a shared commitment to securing exceptional outcomes for all learners.
- Whether it's through academic stretch, leadership opportunities, enrichment programmes, careers guidance, or our inclusive approach to personal development, our Secondary Phase empowers students to become confident, resilient, and well-prepared for the next stage of their educational journey.



SCAN  
ME!



## Our Latest Unique Projects

### Academy Fields & Outdoor Education



At Alec Reed Academy, learning doesn't stop at the classroom door. Our Academy Fields project transforms education through nature, creativity, and sustainability.

Thanks to a £1 million investment from our sponsor, the late Sir Alec Reed; and an RHS Chelsea Flower Show Garden, we've created an inspiring outdoor environment that enriches every child's experience.

#### What makes Academy Fields unique?

- **Outdoor Learning Hub:** We are working towards a dedicated space for science, environmental studies, and hands-on projects that spark curiosity and critical thinking
- **Sustainability in Action:** A place where pupils will be able to grow food, care for orchards, and learn about biodiversity—developing life skills and environmental responsibility
- **Creative Exploration:** Art, storytelling, and performance activities will take place in natural settings, encouraging imagination and confidence
- **Wellbeing & Resilience:** Outdoor learning promotes physical health, mental wellbeing, and teamwork, helping pupils thrive socially and emotionally
- **Community Engagement:** Families and local partners will be invited to share in the benefits of this green space, strengthening our ties with the wider community.

#### Our Vision

Academy Fields is more than a garden—it's a living classroom where children connect with nature, develop practical skills, and discover the joy of learning in the great outdoors.



## Reed... Employability Hub

### Expert Advice

- Careers guidance tailored to your goals.
- Job profiles and pathways that match your interests.
- Support to help you plan your next steps.

### Job Search Support

- Smart strategies to help you find the right role.
- Apprenticeships, volunteering, and more ways to gain experience.

### Your Employability Hub Offers:

### Training and Development

- CV tips, soft skills, and what skills that employers really want.
- Access to training and development opportunities to boost your skills.

### What Makes the Hub Unique

#### Key Features:

##### Comprehensive Careers Programme

Aligned with Gatsby Benchmarks and national guidance

##### Real-World Connections

Workplace visits, university partnerships, and employer engagement

##### Personalised Support

Tailored mentoring and guidance for all students, especially those from disadvantaged backgrounds

##### Cultural & Global Enrichment

Visits to museums, theatres, and international experiences to broaden horizons

##### Super-Curricular Opportunities

Masterclasses, seminars, and guest lectures to inspire academic excellence

##### Apprenticeship Guidance

Structured support for Year 13 students applying for apprenticeships.

### Our Employability Hub:

#### Preparing Students for Life Beyond School

At Alec Reed Academy, we believe education should go beyond academic achievement - it should empower every student to thrive in life after school. Our new Employability Hub is a cornerstone of this vision. Designed as part of the Impactful Futures initiative sponsored by Reed, the Hub provides a comprehensive careers and employability programme that equips students with the confidence, skills, and aspirations to succeed in higher education, training, or employment. This is not just about guidance; it's about transformation - breaking down barriers and ensuring that every student, regardless of background, can realise their full potential.

### Impact and Ambition

Our ambition is clear: to create a generation of confident, resilient, and ambitious young people who are prepared for life in a global society. For the Principal, this initiative offers an exciting opportunity to lead a school that is shaping futures - not just for our students, but for the wider community.

# Exceptional Facilities – A Building Designed for Excellence



## Architectural Brilliance:

Our award-winning building, designed by Foster + Partners, combines cutting-edge design with functionality. Bright, open spaces and collaborative zones create an inspiring environment for teaching and learning.

## Performing Arts & Media Hub:

A professional 300-seat theatre for productions and assemblies, an industry-standard recording studio, and a digital media suite for creative innovation.

## Creative Studios:

Three dedicated art studios and four DT studios, a gallery exhibition space to showcase student and staff creativity.

## Specialist Learning Areas:

Fully equipped science laboratories, enterprise zones for project-based learning, and modern classrooms with integrated technology.

## Sports & Wellbeing:

A Community Sports Centre, four-court sports hall with climbing wall, outdoor tennis courts, and expansive Academy Fields for outdoor learning. Staff enjoy free access to a fully equipped fitness suite and multi-gym before and after school.

## Technology Everywhere:

High-speed wireless connectivity and advanced ICT systems support flexible working and innovative teaching methods.

## Primary & Early Years Spaces:

Our Primary Phase benefits from purpose-built halls, vibrant outdoor learning areas and dedicated creative spaces designed to inspire younger learners.



# PROFESSIONAL OPPORTUNITIES



## Join a Team that invests in its staff – every step of the way

At our Academy, every new staff member receives a comprehensive induction and tailored training to ensure a smooth start. We are committed to continuous professional development, offering structured opportunities for growth and career progression. From high-quality training programmes to mentoring and development initiatives, we create a culture that empowers staff to achieve their full potential. Primary leaders enjoy tailored CPD, including early literacy strategies, phonics mastery, and curriculum innovation for KS1 and KS2.

## Investing in Your Expertise

We prioritise professional growth through six dedicated Professional Development Days each academic year, featuring dynamic programmes that address key priorities and build expertise across all roles. These days are complemented by a calendar of twilight sessions, offering flexible opportunities for staff to deepen their knowledge and collaborate beyond the school day. Both formats encourage teamwork, allowing subject and phase-specific groups to focus on areas that matter most to them and the Academy. This structured approach ensures every member of staff has access to meaningful, targeted development that drives excellence and innovation.



## Professional Development



## Early Careers Programme

The most effective professional development takes place on a daily basis through the high level of support staff receive from their line managers and other Academy staff. Each subject area and Phase is led by a Year Lead, Curriculum or Subject Leader who reports directly to a member of the Academy Leadership Team. In this way, new staff are able to work with members of management at all levels through challenge partners and purposeful team meetings.

Our Academy offers a first-class Early Careers Teaching (ECT) programme to give new teachers the best possible start. Weekly training sessions provide opportunities to share experiences, collaborate with peers, and learn from experienced colleagues. Led by specialists across the Academy, these sessions focus on practical strategies and subject expertise, supported by personalised mentoring and regular feedback. This programme builds strong foundations for teaching excellence while fostering a supportive, collaborative community from day one.



# YOUR WELLBEING, OUR PRIORITY

## STAFF BENEFITS

- Inner London pay scales
- Generous pension contributions (Teacher's Pension Scheme or Local Government Pension Scheme)
- Extensive free onsite parking
- Free use of our State of the art Fitness Suite
- Ongoing CPD programme
- Cycle to Work Scheme
- Free eye tests
- Reimbursement for yearly professional subscriptions and fees
- Subsidised meals
- Family-friendly policies (Including generous paid dependents' entitlement and religious observance leave)
- Employee assistance programme



Discretionary  
Leave



Fitness Suite



Rewards



Family-Friendly  
Policies

# FACTSHEET



Founded in 2003 by the late Sir Alec Reed, Alec Reed Academy (ARA) is a thriving all-through Academy for pupils aged 3–19, serving the Northolt community in the London Borough of Ealing. The Academy opened in 2005 with modern, spacious facilities designed by Foster + Partners and has since expanded significantly. Today, ARA offers education from Nursery through Post-16, alongside an Adult Learning Centre and Community Sports Centre. We also share our site with John Chilton School, which provides specialist education for children with physical and medical needs.

## Current Profile

- School Roll: Over 1,600 pupils across Nursery, Primary, Secondary, and Post-16 phases.

## Our Provisions:

- Nursery (104 places, 30-hour provision)
- Primary (3FE)
- Secondary (6FE)
- Post-16 provision
- Community Links: Adult Learning Centre, Community Sports Centre, and partnerships with local businesses and organisations.

## Community Sports Facilities

- State-of-the-art amenities include a 3G floodlit AstroTurf pitch, climbing wall, gymnasium, dance studio, MUGA, and a 187-seat theatre, serving both students and the wider community.

## Academic Performance

- Ofsted: 'Good' in the last two inspections (2018 and 2023).
- Strong progress measures across all key stages, with Post-16 students achieving high value-added scores and excellent outcomes in A Levels and vocational qualifications.
- Continued focus on raising standards and expanding Post-16 provision.

## Student Profile

- High levels of diversity:
  - 60% of students speak English as an additional language.
  - Above-average proportion of students with SEND support and Education Health Care Plans.
- Pupil Premium: Currently 48% of students
- Inclusive ethos with strong pastoral systems and robust behaviour management.

## Location

- Alec Reed Academy is located in Northolt, West London, close to the A40 and M25.
- Transport Links: 20-minute walk or short bus ride from Northolt Tube (Central Line); Greenford Tube connects to National Rail.
- Community: Northolt offers urban convenience with quick access to central London and proximity to green spaces and towns such as Marlow and Beaconsfield.

## Ethos & Values

Our mission is to prepare children for adult life by:

- Delivering high-quality education and fostering lifelong learning.
- Promoting confidence, ambition, and personal worth.
- Building strong partnerships with families and the local community.
- Upholding values of hard work, honesty, respect, and care for others.

# Staff Testimonials



A great place to work with lots of friendly people. My first week here was well planned and gave me the opportunity to meet and shadow relevant co-workers. Everyone was really kind and helpful in offering up their time and knowledge on school policies and structure, staff responsibilities, showing me around. It was overwhelming but I feel that my introduction was relaxed, yet thorough, which really helped me to settle into my new role.

**Home Attendance Liaison Officer**



All staff were so welcoming and friendly when I joined ARA. I love the fact that every day is different and very rewarding in my role.

**SaFE Worker**



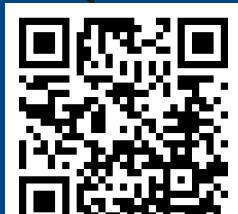
The academy is fantastic at supporting your professional development and progression. Myself and many others have been encouraged to apply for ambitious roles and responsibilities within the academy, as well as continuing our development through courses, such as an NPQSL.

**Lead Practitioner - English Cross-Phase Links and Aspiration Programme**



I was really impressed by the school when I came for my interview and induction because I felt as though there was a focus on the important things that matter most to students and staff. I also feel that the compassionate approach that underpins how staff interact with students is in line with my own beliefs. All the staff have been so supportive but also really honest about the challenges and what they are doing to keep improving the school.

**Geography Teacher**



**Stay updated with our Weekly Principal Vlog's on YouTube or read our seasonal newsletters for the latest news!**



Dear Candidate,

Thank you for your interest in the Human Resources Officer (Maternity Cover) position at Alec Reed Academy. This fixed-term opportunity, beginning at the end of March 2026 for at least one year, offers the chance to join a dedicated and successful HR team at a pivotal time for the Academy.

Alec Reed Academy is a vibrant and diverse all-through school serving a community full of aspiration and potential in West London. While our context includes areas of high deprivation, our students demonstrate strong ambition, resilience, and pride in their learning. We are equally proud of our staff, whose commitment and professionalism have contributed to our continued improvement and our 'Good' Ofsted outcomes over the past two inspections.

One of the unique strengths of Alec Reed Academy is that all business services operate entirely in-house—from HR and Finance to IT, Buildings, Hospitality, and Hygiene. This integrated model ensures consistent, responsive, and personalised support for staff, enabling quick resolutions, seamless collaboration, and a working environment where people feel valued and well supported. Our culture is built around respect, honesty, and kindness, and this is reflected in the way we work together every day.

Our HR team provides a comprehensive generalist service to support all staff across the Academy. We handle the full range of HR activity, including recruitment, onboarding, safer recruitment compliance, absence administration, HR systems management, employee relations support, policy guidance, staff induction, and day-to-day advice to managers and employees. Working collaboratively across all departments, we ensure a responsive, efficient and people-centred HR function that underpins the smooth running of the Academy.

The Academy continues to invest in staff development, leadership capacity, and high-quality facilities. We benefit from strong governance, financial stability, and a clear improvement trajectory that we look forward to celebrating in our next inspection.

If you would like to discuss the position confidentially or require further information before applying, please contact the HR Team at [hr@alecreedacademy.co.uk](mailto:hr@alecreedacademy.co.uk).

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

We look forward to hearing from you.

Phil Cosby  
**Principal & CEO**



# Advertising the role of **HUMAN RESOURCES OFFICER** (Maternity Cover)

**Salary from: £32,000 per annum**

**Closing date for completed applications: 3<sup>rd</sup> February 2026**

**Interviews will be held: 5<sup>th</sup> February 2026**

*'I love working within the HR department as no two days are the same – we play a key role in supporting colleagues, handling day-to-day HR matters and contributing to the success of the Academy' HR Officer.*

We have the exciting opportunity to work collaboratively with experienced staff in a fast-paced, high quality and successful environment in the role of Human Resources Officer. This position is to commence at the end of March to ensure a thorough handover with the current post holder before she commences maternity leave which is expected to last at least one year. We are based in West London/Ealing.

Working hours are Monday to Friday from 8am to 4pm working all year round, although term time only working may be considered for the right candidate. A generous holiday allowance will be given for leave to be taken during school holidays.

#### **Skills & Experience needed:**

- The Human Resources Officer is responsible for leading delegated recruitment processes, administering and tracking staff absence workflows, and maintaining the Single Central Record to ensure all onboarding and safeguarding compliance is completed accurately and on time
- Essential: GCSE Grade C or above in English & Mathematics (or equivalent), with strong proficiency in Microsoft Office
- Experience in an HR Officer (or equivalent) role, including recruitment exposure and providing advice or guidance to managers
- Strong understanding of relevant HR legislation, policies, and procedures, with the ability to apply this knowledge effectively in real situations
- Desirable: Experience using iTrent, experience working in a school HR setting, and/or a degree in HR or CIPD accreditation.

#### **What we have to offer you:**

- An Ofsted 'Good' school and an exciting, supportive place to work
- Strong job security within the public sector, plus a generous annual leave entitlement
- Potential for flexible working options once established in the role
- Access to excellent staff benefits including a new free on-site state-of-the-art fitness suite, Blue Light Card, Costco membership, and a cycle-to-work scheme
- The opportunity to work alongside exceptionally committed colleagues with high expectations for students
- An employer pension contribution of over 19%
- Free on-site parking, subsidised meals, and family-friendly policies, including paid dependants' leave
- Salary from £32,000 p/a dependent on experience and qualifications.

#### **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.

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 and Social media check prior to commencing the role.

**You're welcome to visit us for a personal tour, or explore the "Work For Us" section on our website for more details and an application form.**

**Prefer to chat? Our HR team would be happy to speak with you—just call.**



# JOB DESCRIPTION

# HUMAN RESOURCES OFFICER



## Line Manager: Human Resources Manager

### Role Purpose:

The main purpose of the role is to work as a team member playing a vital role in providing administrative support, assistance and advice to the HR Manager in providing an efficient and effective HR service. Key responsibilities of the role include assisting the HR Manager in recruitment administration, leading on delegated recruitment drives, input of absence information and management of workflow, maintenance of the Single Central Record ensuring all onboarding compliance is in place for staff in a timely and accurate manner in line with safeguarding procedures. Maintaining confidentiality and sensitivity of information acquired while undertaking duties is fundamental.

### Key Responsibilities:

#### Recruitment

- Assist the HR Manager in recruitment administration including downloading and sharing applications, preparing interview schedules, booking facilities, and securing references
- Ensure recruitment panels meet and are conducted in accordance with the requirements of Safer Recruitment; be prepared to advise the Panel of any departures or potential departures from the guidance during the recruitment process
- Leading on delegated recruitment drives from start to finish including advertisement documentation and promotion, organisation of interviews inclusive of being on the interview panel as a designated 'Safer Recruitment' attendee, contract writing and HR induction on commencement
- Support the HR Manager on interview days to ensure smooth running of the schedule.

#### Starters and Leavers

- Administration and maintenance of the Single Central Record (SCR) in line with Keeping Children Safe In Education Regulations and OfSTED e.g. ensuring all contracts of employment and references are returned; pre-employment questionnaires and probationer reports completed
- Request Disclosure and Barring Service (DBS) applications and complete Barred List checks for new staff, ensuring timely and accurate application in line with safeguarding procedures
- Proactively identifying any documentation and/or SCR fields that are outstanding and/or risks identified; ensuring necessary risk assessment documentation is processed and HR Manager alerted
- Each half term review contractors, placements and volunteers to ensure record is current
- Support the HR Manager with the staff induction process including delivery of these whilst ensuring the probation process is managed effectively

#### Absence

- Administration of absence information including sickness and other absence is recorded accurately on Trent and/or workflows authorised in a timely manner
- Contact staff to inform of any unpaid leave and update payroll accordingly
- Issue self-certification & return to work forms ensuring they are completed accurately and returned in a timely manner by staff;
- Ensure accurate tracking and maintenance of staff absence records in conjunction with legal obligations e.g. obtaining 'Statement of Fitness for Work'
- Support the HR Manager with Absence Management in terms of contacting line managers alerting them to staff who need meetings, advise and support with relevant templates and personalised staff absence reports, maintain the Absence Management control ensuring that it is current and line managers follow through with the process
- Write to staff who fail to follow absence procedures correctly, reminding them of the policy and referring repeat offenders to the HR Manager.

#### General

- Maintenance of the Vehicle Permit spreadsheet ensuring Security are periodically updated
- Issue correct permits and temporary priority spaces for staff and parents.
- Ensuring to safeguard and promote the welfare of children and young people, and follow the Academy's policies and the staff code of conduct
- Undertake Safer Recruitment Training for yourself and refresher training when advised/expired
- Support with the day to day HR service provision, working collaboratively with the HR Manager in providing support to staff, line managers and Academy Leadership Team on HR policies, processes and system queries
- Support managers in robustly managing and supporting employees in line with policies
- Support managers with holding conversations with staff on a range of HR matters in accordance with HR policies
- Diarise and book training for all staff, liaising as necessary with the Associate Principal
- Ensure knowledge of all HR policies and advise staff on routine, escalating more complex issues to the HR Manager
- Support the HR Manager to ensure compliance with GDPR including regular checks in line with policy
- Support the HR Manager to ensure timely reporting for the Schools Workforce Census
- Manage the HR email inbox and file all HR paperwork in personal files
- Coordinate the provision of references for current and previous staff in line with the Equality Act (2010)
- Note taking when necessary e.g. disciplinary and grievance hearings
- Work flexibly within the Central Office as a key member of staff, supporting with non-HR tasks when time permits
- Maintain confidentiality of information acquired in the course of undertaking duties
- Any other ad hoc work deemed reasonable by your line manager and/or Principal & CEO
- Whilst at work, take reasonable care for the health & safety of yourself and others who may be affected by their work and to co-operate with the governing body and its management to enable them to maintain a safe and healthy workplace.

# HUMAN RESOURCES OFFICER

## Person Specification

### Knowledge, Qualifications and Experience

#### Essential:

- GCSE Grade C or above in English & Mathematics (or equivalent)
- Good IT skills, highly competent using Microsoft Office
- Strong experience in a HR Administrator or Assistant role with exposure to recruitment
- Experience in providing initial advice or guidance to managers
- Experience of using a HR database system
- Understanding and experience of relevant legislation, policies and procedures, and the ability to apply this understanding to real situations
- Experience in a fast paced office environment

#### Desirable:

- Experience of working in a similar role in a school environment/knowledge and understanding of the education sector
- Experience in using iTrent
- Knowledge of school preemployment safeguarding procedures and experience of maintaining a Single Central Record including carrying out all required background checks
- Degree (or equivalent) in Human Resources or business related field or CIPD Level 5 qualification or studying towards

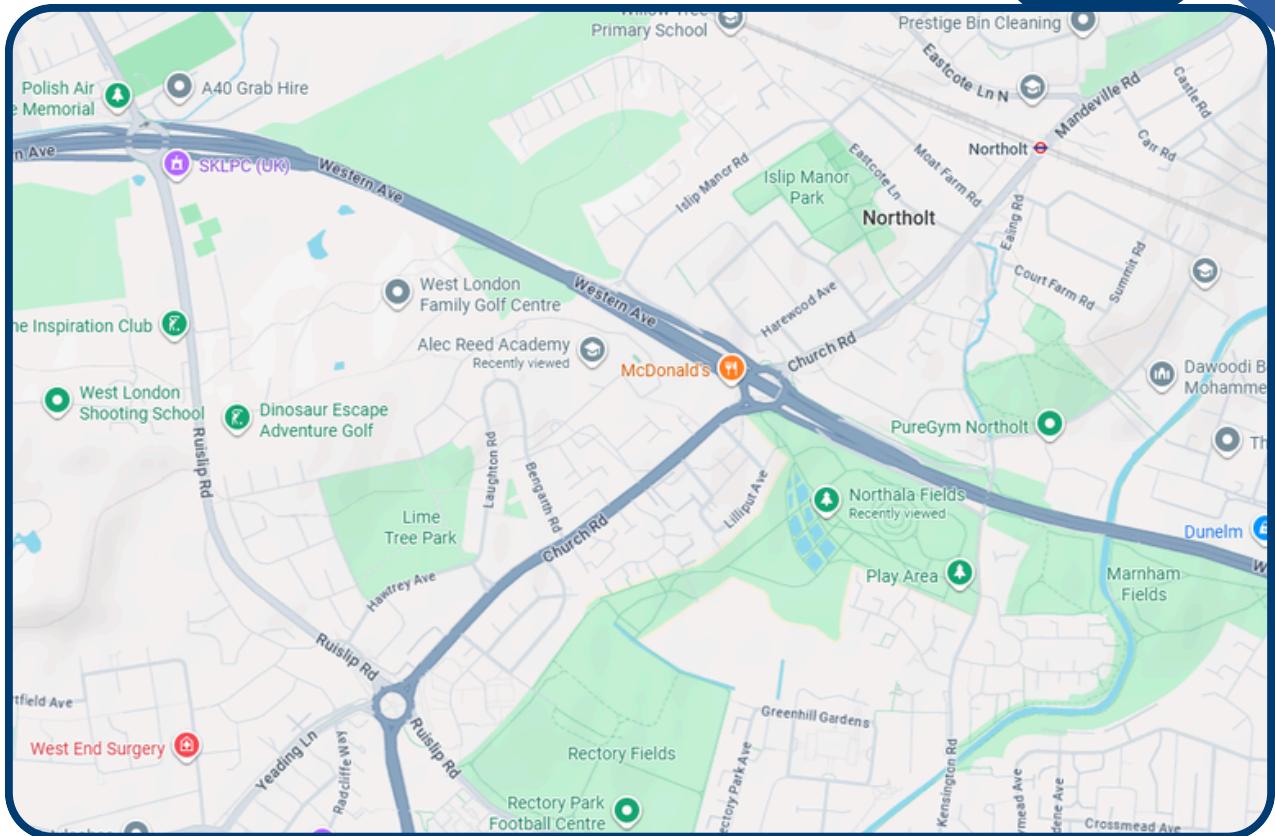
### Skills and Abilities

#### Essential:

- The ability to work in a way that promotes the safety and wellbeing of children and young people including having an awareness of the safeguarding requirements of the Academy along with Child Protection Policy
- Pro-active self-starter with strong administrative, organisational and oral communication skills
- High standards of honesty, sensitivity and trustworthiness
- High standards of customer service and flexibility
- Articulate, well-mannered and patient
- Flexible and able to contribute to changing circumstances and new ideas
- Enthusiastic and resilient with the ability to be assertive when necessary
- Ability to develop and maintain effective professional relationships with students, staff and parents
- A strong commitment to one's own professional development
- A demonstrable commitment to equality of opportunity
- Committed to maintaining high standards across the Academy
- A team player



# Contact Us



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**... Or visit our website**

[www.alecreedacademy.co.uk](http://www.alecreedacademy.co.uk)

