



**ALEC REED
ACADEMY**

PROUD TO LEARN

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

PRIMARY JUNIOR RECEPTIONIST

Salary: £11,804 per annum

Part time: Mon - Fri 8am-1pm

plus free gym, parking, subsidised meals, good holiday allowance, generous pension



Are you a people person with good communication skills? Maybe you have left School and are looking for that first step on the career ladder? Or you maybe you are a more experienced person looking for a career change. What better place than a School to kick start your career!

You will need to be a pro-active self-starter with good organisational and administrative skills; good oral and written communication skills; have a confident, pleasant telephone manner; be well-groomed; and be IT literate with some exposure to Microsoft Office packages such as Outlook, Word and Excel.

The main purpose of the role is to operate the switchboard, collect and sort internal and external correspondence, make first day and subsequent days absence phone calls for pupils and deal effectively with the day-to-day enquiries from parents, pupils, staff and visitors to the Primary School.

The role is working Monday to Friday from 8am to 1pm on a term time only basis. This means that you will work on the advertised term dates plus professional development days. This position is to start in September or as soon as possible thereafter.

The Academy offers employer's pension contributions of over 17%, free on-site parking, free use of the gym, subsidised meals and family friendly policies including dependents entitlement. 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 5th September 2021 at midnight

Interviews will be held w/c 13th September 2021.

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.

'The Collins PiXL Award for Outstanding Year 11 Progress in 2014'

National Award Winners



**INVESTORS
IN PEOPLE**

Bronze



**INVESTOR
CAREERS**



the PiXL club
partners in excellence