



**ALEC REED
ACADEMY**
PROUD TO LEARN

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

PRIMARY RECEPTIONIST

Salary: £24,276 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 the local community. I'm from the local area and it is important that we have facilities like this school...I appreciate the support staff here are given to meet their potential and make a difference to our students' lives".

Librarian

Are you a people person with strong organisation, administration and communication skills? Do you have a professional manner face to face, over the telephone and email? Do you have experience in a customer-facing environment working to strict deadlines and periods of intense workload and demand? If so the role of Primary Receptionist with us may be your next best move. This position is to start as soon as possible due to the promotion of the current postholder. We are located in Northolt, Ealing.

The main purpose of the Primary Receptionist role is to operate the switchboard, collect and sort internal and external correspondence, administer the postage book, update the telephone directory and deal effectively with the day-to-day enquiries from parents, students, staff and visitors to the school. The role also includes working closely with any supply cover to ensure that they are fully informed of their assignments for the day. Direct responsibility for the Junior Receptionist is required in this role. This role involves the safeguarding children given the contact and engagement of regulated activity with children.

The Primary Receptionist role is working Monday to Thursday from 8am until 4.30pm and Friday from 8am to 3.30pm on a term time only + basis. This means that you will work on the advertised term dates plus professional development days. The salary of £24,276 per annum has already been pro rated.

As an Investor in People, the Academy offers excellent career and professional development. We have great Trustees, staff feel valued, enjoy opportunities for additional paid responsibilities, and there is scope to influence autonomy. Academy staff enjoy employer's pension contribution of over 17%, free on-site parking, free use of the gym, subsidised meals and family friendly policies including dependents entitlement. Regular nominated staff rewards and free breakfasts are also welcomed by staff.

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.

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 16th April 2023 at 12pm
Interviews will be held w/c: 17th April 2023

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

