



**ALEC REED
ACADEMY**
PROUD TO LEARN

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

REPROGRAPHICS & COMMUNICATIONS ASSISTANT

Salary: £13,156 per annum

32.5 hours per week Term-time only, 1 year Maternity Cover from January 2018



RECENTLY JUDGED AS 'GOOD' BY OFSTED

Are you an organised individual with excellent customer service skills, a good working knowledge of Microsoft Office and the ability to manage stock? Are you able to work independently, prioritise under pressure and to problem solve? If so, then we have the ideal role for you to start in January 2018.

Our Reprographics & Communications Assistant is commencing Maternity Leave in January 2018 for one year and we will require an individual to cover this role until her return. The role involves a variety of reprographics and communications duties with an emphasis on production of documents, teaching, display, promotional materials and covering for the Academy Receptionist. The role also requires the co-ordination of the Academy Uniform Shop ensuring that an effective service is provided to parents, stock levels are maintained at appropriate and not excessive levels, and competitive prices are obtained from suppliers.

The role is working 32.5 hours per week Monday to Friday from 8am until 3pm (3.45pm on Wednesday's) on a term-time contract plus 6 Training Days, and 10 days to be split between the Academy Holidays so as to run the Uniform Shop (one week of this during the last week of the Summer Holidays).

Applicants must be educated to at least GCSE standard (or equivalent). You do not need to have worked in a school before, this could be the ideal route back into the workplace or that stepping stone into an educational setting.

As an Investor in People, the Academy offers excellent career and professional development. The Academy is outer London but with Inner London pay and offers free on-site parking, free use of the gym, subsidised meals and family friendly policies including dependents entitlement.

Visit the 'Work for Us' 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: Monday 27th November 2017 at 4p.m.

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



the **PiXL** club
partners in excellence