

Ealing Fields High School, Wkye Gardens, Ealing, W7 2BB is seeking to appoint an

Administrator (for Reprographics and Welfare) – to start 28th August 2019

Grade 5 – scale points 12 – 15 (£24,603pa - £25,950pa).

Full time: 35 hours/week, 52 weeks/year*

**An additional 1 ½ hour per day is to be worked every day in term time; these hours are accrued and taken as time in lieu in the school holidays when the school office is quiet or the school is closed*

**** Term time only with a pro-rated salary will be considered for the right candidate**

Closing date: 12 noon on Thursday 20th June 2019

Interview date: Thursday 27th June 2019

Ealing Fields High School is seeking to appoint an **Administrator for Reprographics and Welfare** to act as the School's 'first-point-of-call' First Aider and to carry out reprographic duties to support students and staff. The new post-holder will join an enthusiastic School Administration team, and will share some responsibilities and tasks with the other members of the team – other duties include general clerical and filing support, lunchtime cover, supporting preparations for major school events, communications with staff, students and parents, and tasks supporting the functions of attendance and/or behaviour.

The working week is 37.5 hours. Core hours are from 8.00am – 5.00pm with ½-hour lunch (and additional 1 ½-hour toil per day). 8.00am – 9.00am to 4.30pm - 5.00pm.

The successful candidate will ideally have experience of working in an office or other fast-paced working environment. School experience is not essential; full training will be provided and the role offers considerable on-the-job learning opportunities. This role is varied, busy and fast-paced – the ability to work professionally under pressure to meet deadlines, and operate flexibly within the changing needs of the school, is essential.

Excellent communication skills are essential, as is enthusiasm, commitment and a willingness to play an active role in the life of the school. If you take pride in your work and have a “can do” attitude, we would like to hear from you.

Successful Candidates will have:

- GCSE passes in English and Maths, or equivalent, and an excellent standard of written English
- Excellent ICT and organisational skills
- Customer service experience
- A professional attitude and excellent attendance

We offer:

- Excellent relationships at all levels
- A supportive and lively work environment
- Training and development opportunities
- Membership of the Local Government Pension Scheme

Ealing Fields High School, Ealing

Ealing Fields High School was opened as a Free School in 2016 and became part of the Twyford CE Academies Trust on 1st September 2017. Ealing Fields has quickly assimilated the same systems and resources as the established Twyford Trust schools (William Perkin and Twyford CE High Schools,

both of which are Ofsted 'Outstanding'). Ealing Fields is also the smallest of the Trust schools, with only 120 in each year group and therefore has a very compact community identity. The school now has three year groups (7 - 9), totalling 360 students, and the staff community, though still small, is very positive and highly motivated. The school will move into its new building during 2019-20 but until then will remain situated in temporary accommodation in Wyke Gardens.

The Twyford Trust

The Twyford Trust was established in October 2011 to enable an existing School, Twyford CE High School, to build on its successes and look outward to the large number of parents who were eager to become part of its community. The Twyford Trust aims to deliver outstanding education in a comprehensive school setting, and embraces the Twyford School motto 'Life in all its fullness', encouraging students to use their individual gifts wisely and well. Supported by the London Diocesan Board for Schools (LDBS), the Trust is the overarching organisation which provides support for all Trust schools - the Trust comprises four schools in the London Borough of Ealing.

How to apply

Please visit the Vacancies page of the Twyford Trust website <http://www.twyfordacademies.org.uk/recruitment/vacancies> for more information about how to apply, and to download a Job description, Application Form and Letter to Applicants.

Applications must be submitted to **HR/Recruitment** at Twyford School by the closing date and time above. They can be **posted** to Twyford Church of England Academies Trust, c/o Twyford Church of England School, Twyford Crescent, Acton, London W3 9PP or **emailed** to recruitment@twyford.ealing.sch.uk. Please do not submit applications by fax.

The Twyford Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undergo the child protection screening appropriate to the post, including an enhanced disclosure from the DBS (Disclosure and Barring Service) and references from previous employers. For more information about the DBS please see <https://www.gov.uk/disclosure-barring-service-check>

You will also be expected to sign and adhere to the school's SAFEGUARDING CHILDREN & YOUNG PEOPLE and SAFE WORKING PRACTICE AGREEMENT which is available as a download on the school website Vacancies page.