

Ada Lovelace Church of England High School is seeking to appoint an

Administrator, initially based at William Perkin Church of England High School, Greenford, Middlesex, UB6 8PR

Administrator – to start 28th August 2019

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

Full Time: 35 hours/week, 52 weeks/year

Closing date: 12 noon on Wed 26th June 2019

Interview date: Wed 3rd July 2019

Ada Lovelace Church of England High School is a new 6-form-entry local comprehensive school for pupils aged 11-18. The school opened in September 2018 it had a smaller intake, of 125 Year 7 students, for the first two years whilst co-located at William Perkin Church of England High School in Greenford. Students increase to 196 per year group when the school moves to its new permanent site in Ealing, and will have 1,330 students when full. William Perkin, an Ofsted Outstanding school, is one of four Twyford Trust schools, and the new post-holder will be joining us at a time of growth.

This is an ideal opportunity to develop alongside the growth of the school. For the right candidate training and development will be provided for career progression.

The new post-holder, working closely with the Office Manager, will initially be based at, train within and be fully supported by, the William Perkin administration team, gaining experience of every aspect of school office life: admissions, reception, welfare, attendance and behaviour administration, and organising and supporting whole-school events. The role will then continue to be reviewed accordingly as the school moves to its new site in September 2020.

This role is varied, busy and very 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 a must, as is enthusiasm, commitment and a willingness to play an active role in the life of the school.

For more information about the schools please visit the Twyford Trust, William Perkin and Ada Lovelace websites. For more information about the role please see the Job Description on the Twyford Trust website at: <http://www.twyfordacademies.org.uk/recruitment/vacancies>

The successful candidate will have:

- Degree or equivalent (desirable)
- Educated to A Level, and GCSE passes in English and Maths (essential)
- Experience/knowledge of administration in a fast-paced environment
- Excellent ICT skills
- Customer service experience
- A professional attitude and excellent attendance

We offer:

- Excellent working relationships at all levels
- On-the-job learning and development opportunities

- Membership of the Local Government Pension Scheme

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.

William Perkin CE High School and Ada Lovelace CE High School

William Perkin Church of England High School opened as a Free School in September 2013 with its first intake of Year 7 students, and now has six year groups (7 - 12) totalling almost 1,000 students in Year 7 – 11 and around 160 students in Year 12. The school is rated 'Outstanding' in all areas by Ofsted (June 2015) and SIAMS (October 2016) and is oversubscribed on first choice applicants. The Twyford Trust's fourth school – Ada Lovelace CE High School – opened in September 2018 and is temporarily based in additional accommodation at the William Perkin site until its own new building opens in September 2020. Ada Lovelace currently has 125 students in Year 7.

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@twyfordacademies.org.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.