

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

Administrator / Cover Supervisor

Grade 5, Scale Points 12-15 (£24,603 - £25,950)

35 hours per week on a full-time (52-week) contract

Closing date: 12 noon on Friday 27th September

Interview date: TBC

Ealing Fields High School opened in September 2016 with its first intake of Year 7 students, and as of September 2019 it now has four year groups with 485 students. In this fast-growing environment the school office requires an additional **Administrator** to support day-to-day operations. The new post-holder will also act as our **Cover Supervisor**, covering lessons (maximum 2 lessons per day) in the event of staff absence. The 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.

This is a great opportunity for someone looking to develop a career in school administration, and while previous school experience is not essential the ideal candidate will be able to demonstrate experience of working in a busy office or customer service environment. In addition to on-the-job learning at Ealing Fields the new post-holder may spend some time, during training, at Twyford CE High School in Acton to develop their knowledge of Twyford Trust processes. The right candidate will be able to grow and develop their skills and experience as the school grows, and the opportunity to gain the Certificate in School Business Management qualification may be available in due course.

Standard working hours are 8am – 4pm (with a one hour lunch break), plus an additional 1 hour per day (4.00 – 5.00pm), with time to be accrued and taken as additional leave in the school holidays.

Successful Candidates 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
- General administration qualification (desirable)

We offer:

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

For more information please see the **Job Description** on the Twyford Trust website at <https://twyfordacademies.org.uk/recruitment/vacancies>

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.

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 four year groups (7 - 10), totalling 485 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.

How to apply

Please visit the Vacancies page of the Twyford Trust website <https://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, Twyford Church of England Academies Trust, c/o Twyford Church of England School, Twyford Crescent, Acton, London W3 9PP by the closing time and date above. Applications can be emailed to recruitment@twyford.ealing.sch.uk Please do not send 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.