

Job Title: Receptionist and Admin Assistant

Salary range: Scale 3 and spinal point 5 (£21,290 - £21,676) Inc. London weighting (Pro rata £19,609 - £19,965 Inc. London weighting)

Contract: Fixed Term, One Year

Hours of work: 36 hours per week

Working weeks: 42 weeks

Location: Alperton, London

Aspire | Commit | Succeed

We are a large, mixed, 11-18 academy with over 350 students in our sixth form. Due to our increased popularity as a school, we expanded our roll to 12 form-entry in September 2018. Alperton Community School is proud to be an inclusive school with a student intake that reflects a wonderfully diverse and vibrant local community. Our students are very well behaved, work hard and are ambitious to succeed. Our most recent Ofsted rating recognised the school as Good with Outstanding Leadership and Management.

Student progress at GCSE and A Level has been above national averages for the last three years data has been available (2017-2019) with disadvantaged students performing well above national averages. Our progress 8 score has been consistently "above average" over these years. We also see high numbers of our students' progress to Oxbridge and Russell Group Universities. Student attendance and the percentage of students who remain in education, employment or training are also well above national averages.

We are very fortunate to have a brand new school building. The new building has 83 classrooms with purpose-built specialist Drama, Music, Art and DT facilities as well as 14 Science laboratories, 10 ICT rooms, a Dance Studio, an Activity Studio, an enormous Sports Hall and three outdoor MUGAs. Every classroom is equipped with state-of-the-art ICT facilities. We are very fortunate to have extensive outdoor spaces which are set aside for break and lunchtime activities.

Our school has become internationally recognised following the success of our Art and Textiles teacher Andria Zafirakou who won the \$1million Global Teacher Prize 2018. The school was recently shortlisted for the TES School of the Year and won the TES Maths Team of the Year. We are one of only four schools in the country to hold the Platinum Professional Development Mark and one of only 100 schools to hold the Inclusion Quality Mark Centre of Excellence.

You would join a well-qualified, friendly and committed team of teachers and support staff.

This is an exceptional opportunity. It will offer the successful candidate a friendly, highly supportive and committed working environment within a culture of success and professional growth. The school offers excellent support for NQTs in their induction year.

The Role

We are looking for a suitably experienced individual to work on our busy school Reception, supporting staff, students, parents and visitors in ensuring their contact with Reception is a positive, effective, informative and professional one.

The Person

You should have a commitment to working in an environment where all staff are passionate about the emotional and academic development of all of our students. Some of the key skills we are looking for you to demonstrate are, organisational skills, good oral and written communication skills, and flexibility.

Do you enjoy working in a school environment? If so, this could be the job for you.

The Benefits

On-going extensive CPD programme
Employee assistance programme
Ride to work scheme

Closing Date: 28 February 2021 (23:59)

Assessment & Interview Date: Week commencing 8 March 2021

To apply, please visit our [vacancies page](#). Completed application forms may be emailed to; hr@alperton.brent.sch.uk.

Supplementary Information

We are committed to safer recruitment and safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We are an inclusive community school and encourage applications from all sections of the community.

Successful candidate(s) will be required to undertake an Enhanced and Barred Disclosure and Barring Service (DBS) check.

Please note CVs will not be considered as part of your application for this position.

Only successful candidates will be notified. If you do not hear from us within 14 days of the closing date, please assume that you have been unsuccessful on this occasion.

