



**ALEC REED
ACADEMY**
PROUD TO LEARN



**APPLICATION PACK
COVER AND EXAMINATIONS OFFICER**

CLOSING DATE

5th July 2026

APPLICATION PACK COVER AND EXAMINATIONS OFFICER

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**ALEC REED
ACADEMY**
PROUD TO LEARN



WELCOME

TO THE ALEC REED
ACADEMY

WELCOME MESSAGE
FROM OUR
PRINCIPAL & CEO,
PHIL COSBY



Our Learning

We're delighted you're considering joining our vibrant, diverse, and forward-thinking community in the heart of Northolt, where you'll be part of an all-through school, educating pupils from Nursery to Sixth Form. Our Primary Phase is a cornerstone of our success – nurturing curiosity and laying strong foundations for lifelong learning. This unique structure fosters collaboration and professional growth across all key stages.

Our mission is simple: unlock potential and inspire excellence—in students, staff, and the wider community. We provide an environment where everyone feels valued, supported, and empowered to succeed.

We invest in our people with extensive professional development, clear career pathways, and a workplace that champions innovation, wellbeing, and achievement.

This application pack introduces our values, vision, working environment, and the benefits of joining our team. We hope it gives you a clear sense of who we are and what we stand for.

We look forward to the possibility of welcoming you to our Academy community.

Warm regards,

Phil Cosby
Principal & CEO

KEY VALUES

“PROUD TO LEARN”

Our motto is at the heart of what we aim to achieve within the academy. To us, a sense of social and moral responsibility is as important as academic success. We model and promote behaviour which treats and respects all people as unique, valuable individuals.

A strong feature of the academy is our focus on three core, guiding principles: Respect, Honesty and Kindness. These positive values and attitudes are a necessary prerequisite for success and we encourage our students to demonstrate these in school, at home and in the wider community. They are central to our daily expectations of students.

As an all-through academy for ages 3–19, we offer a seamless learning journey that nurtures confidence, resilience, and ambition. In our Primary classrooms, respect and kindness underpin every interaction, fostering a safe and joyful environment where young learners thrive.

Our aim is simple: to inspire a love of learning, encourage high aspirations, and prepare young people to become responsible, compassionate citizens who contribute positively to society. By working together—students, staff, and families—we create a community where excellence is not just expected, but achieved.



RESPECT

HONESTY

KINDNESS

At ARA, we believe that a first-class education is the right of every child and we take immense pride in being a truly inclusive academy where every student feels welcomed, valued, and supported. Our purpose is to create an environment where every child can thrive, exceed expectations, and develop the confidence, skills, and cultural capital needed to lead a fulfilling life. We reject the notion that intelligence is fixed or that prior attainment creates a glass ceiling; with the right support, every child can achieve more than they imagined.

Everything we do is driven by our commitment to make the academy a better place for the children we serve, and this vision is lived and breathed daily by every member of staff and our trustees. By providing an education that empowers choice and agency, we ensure that our students leave us not only with academic success but with the resilience and ambition to shape their own futures.



PRIMARY PHASE – A FOUNDATION FOR LIFELONG SUCCESS

At Alec Reed Academy, our Primary Phase is central to our all-through provision, providing a nurturing and ambitious environment for pupils aged 3–19. We recognise that early education lays the foundation for future success.

Our Vision for Primary Education

We develop confident, compassionate learners ready for secondary education and beyond. Through high expectations, strong teaching, and close partnership with families, we ensure every child leaves with the skills, knowledge, and character to succeed.

What makes our primary phase exceptional?

- **Inclusive and Aspirational:** Every child is valued and supported to reach their full potential, regardless of background or starting point
- **Rich, Creative Curriculum:** A broad, balanced curriculum that inspires curiosity and creativity, enriched by outdoor learning through our Academy Fields project
- **Strong Foundations:** A focus on literacy and numeracy that builds mastery, confidence, and independence
- **Specialist Facilities:** Access to purpose-built primary spaces alongside state-of-the-art sports and performing arts facilities
- **Exceptional Pastoral Care:** A strong focus on wellbeing and personal development in a safe, nurturing environment
- **Seamless Transition:** Continuity from Nursery to Sixth Form, supported by shared expertise across phases



SECONDARY PHASE – SHAPING CONFIDENT, SUCCESSFUL PEOPLE

- Our Secondary Phase is a vibrant and ambitious community where students are challenged and supported to achieve their best. We offer a broad, engaging curriculum delivered by dedicated subject specialists, alongside high-quality facilities including sports, STEM, and performance spaces that enrich learning beyond the classroom.
- High expectations underpin everything we do. Students are encouraged to take pride in their work, act with integrity, and contribute positively to Academy life. Strong pastoral care ensures every student is known and supported, creating an environment where they can thrive both academically and personally. As a result, our Secondary Phase continues to strengthen year on year, with a clear focus on achieving excellent outcomes for all.
- Through academic challenge, enrichment opportunities, leadership development, and a strong focus on personal growth, we equip students with the confidence and resilience to succeed in the next stage of their journey.



SCAN
ME!



Our Latest Unique Projects

Academy Fields & Outdoor Education



At Alec Reed Academy, learning doesn't stop at the classroom door. Our Academy Fields project transforms education through nature, creativity, and sustainability.

Thanks to a £1 million investment from our sponsor, the late Sir Alec Reed; and an RHS Chelsea Flower Show Garden, we've created an inspiring outdoor environment that enriches every child's experience.

What makes Academy Fields unique?

- **Outdoor Learning Hub:** We are working towards a dedicated space for science, environmental studies, and hands-on projects that spark curiosity and critical thinking
- **Sustainability in Action:** A place where pupils will be able to grow food, care for orchards, and learn about biodiversity—developing life skills and environmental responsibility
- **Creative Exploration:** Art, storytelling, and performance activities will take place in natural settings, encouraging imagination and confidence
- **Wellbeing & Resilience:** Outdoor learning promotes physical health, mental wellbeing, and teamwork, helping pupils thrive socially and emotionally
- **Community Engagement:** Families and local partners will be invited to share in the benefits of this green space, strengthening our ties with the wider community.

Our Vision

Academy Fields is more than a garden—it's a living classroom where children connect with nature, develop practical skills, and discover the joy of learning in the great outdoors.



Reed Employability Hub

Expert Advice

- Careers guidance tailored to your goals
- Job profiles and pathways that match your interests
- Support to help you plan your next steps

Job Search Support

- Smart strategies to help you find the right role
- Apprenticeships, volunteering, and more ways to gain experience

Your Employability Hub Offers:

Training and Development

- CV tips, soft skills, and what skills that employers really want
- Access to training to boost your

What Makes the Hub Unique

Key Features:

Comprehensive Careers Programme
Aligned with Gatsby Benchmarks and national guidance

Real-World Connections
Workplace visits, university partnerships, and employer engagement

Personalised Support
Tailored mentoring and guidance for all students, especially those from disadvantaged backgrounds

Cultural & Global Enrichment
Visits to museums, theatres, and international experiences to broaden horizons

Super-Curricular Opportunities
Masterclasses, seminars, and guest lectures to inspire academic excellence

Apprenticeship Guidance
Structured support for Year 13 students applying for apprenticeships.

Our Employability Hub:

Preparing Students for Life Beyond School

At Alec Reed Academy, we believe education should go beyond academic achievement - it should empower every student to thrive in life after school. Our new Employability Hub is a cornerstone of this vision. Designed as part of the Impactful Futures initiative sponsored by Reed, the Hub provides a comprehensive careers and employability programme that equips students with the confidence, skills, and aspirations to succeed in higher education, training, or employment. This is not just about guidance; it's about transformation - breaking down barriers and ensuring that every student, regardless of background, can realise their full potential.

Impact and Ambition

Our ambition is clear: to create a generation of confident, resilient, and ambitious young people who are prepared for life in a global society. For the Principal, this initiative offers an exciting opportunity to lead a school that is shaping futures - not just for our students, but for the wider community.

Exceptional Facilities – A Building Designed for Excellence



Architectural Brilliance:

Our award-winning building, designed by Foster + Partners, combines cutting-edge design with functionality. Bright, open spaces and collaborative zones create an inspiring environment for teaching and learning.

Performing Arts & Media Hub:

A professional 300-seat theatre for productions and assemblies, an industry-standard recording studio, and a digital media suite for creative innovation.

Creative Studios:

Three dedicated art studios and four DT studios, a gallery exhibition space to showcase student and staff creativity.

Specialist Learning Areas:

Fully equipped science laboratories, enterprise zones for project-based learning, and modern classrooms with integrated technology.

Sports & Wellbeing:

A Community Sports Centre, four-court sports hall with climbing wall, outdoor tennis courts, and expansive Academy Fields for outdoor learning. Staff enjoy free access to a fully equipped fitness suite and multi-gym before and after school.

Technology Everywhere:

High-speed wireless connectivity and advanced ICT systems support flexible working and innovative teaching methods.

Primary & Early Years Spaces:

Our Primary Phase benefits from purpose-built halls, vibrant outdoor learning areas and dedicated creative spaces designed to inspire younger learners.



PROFESSIONAL OPPORTUNITIES



Join a Team that invests in it's staff – every step of the way

At our Academy, every new staff member receives a comprehensive induction and tailored training to ensure a smooth start. We are committed to continuous professional development, offering structured opportunities for growth and career progression. From high-quality training programmes to mentoring and development initiatives, we create a culture that empowers staff to achieve their full potential. Primary leaders enjoy tailored CPD, including early literacy strategies, phonics mastery, and curriculum innovation for KS1 and KS2.

Investing in Your Expertise

We prioritise professional growth through six dedicated Professional Development Days each academic year, featuring dynamic programmes that address key priorities and build expertise across all roles. These days are complemented by a calendar of twilight sessions, offering flexible opportunities for staff to deepen their knowledge and collaborate beyond the school day. Both formats encourage teamwork, allowing subject and phase-specific groups to focus on areas that matter most to them and the Academy. This structured approach ensures every member of staff has access to meaningful, targeted development that drives excellence and innovation.



Professional Development

The most effective professional development takes place on a daily basis through the high level of support staff receive from their line managers and other Academy staff. Each subject area and Phase is led by a Year Lead, Curriculum or Subject Leader who reports directly to a member of the Academy Leadership Team. In this way, new staff are able to work with members of management at all levels through challenge partners and purposeful team meetings.



Early Careers Programme

Our Academy offers a first-class Early Careers Teaching (ECT) programme to give new teachers the best possible start. Weekly training sessions provide opportunities to share experiences, collaborate with peers, and learn from experienced colleagues. Led by specialists across the Academy, these sessions focus on practical strategies and subject expertise, supported by personalised mentoring and regular feedback. This programme builds strong foundations for teaching excellence while fostering a supportive, collaborative community from day one.

“Be stronger
than your
excuses”

YOUR WELLBEING,
OUR PRIORITY

STAFF BENEFITS

- Competitive Inner London pay scales
- Access to the Local Government Pension Scheme
- A proven culture of supporting flexible working requests, with high acceptance levels Academy-wide
- Extensive free on-site parking with enough space to accommodate all staff
- Complimentary use of our newly refurbished, state of the art Fitness Suite
- A comprehensive and ongoing CPD programme to support your professional growth
- Reimbursement of annual professional memberships and fees
- Subsidised meals served in our high-quality in-house restaurant
- Family-friendly policies, including enhanced paid dependants' leave, religious observance days, wedding and funeral leave, moving day leave, and paid time for NHS medical appointments
- Access to our Employee Assistance Programme and Occupational Health services
- Access to the Cycle to Work Scheme
- Free eye tests for staff
- Access to a range of discount schemes including Blue Light Card, Discounts for Teachers, and Costco membership.



Discretionary
Leave



Fitness Suite



Rewards



Family-Friendly
Policies

FACTSHEET

Founded in 2003 by the late Sir Alec Reed, Alec Reed Academy (ARA) is a thriving all-through Academy for pupils aged 3–19, serving the Northolt community in the London Borough of Ealing. The Academy opened in 2005 with modern, spacious facilities designed by Foster + Partners and has since expanded significantly. Today, ARA offers education from Nursery through Post-16, alongside an Adult Learning Centre and Community Sports Centre. We also share our site with John Chilton School, which provides specialist education for children with physical and medical needs.

Current Profile

- School Roll: Over 1,600 pupils across Nursery, Primary, Secondary, and Post-16 phases.

Our Provisions:

- Nursery (104 places, 30-hour provision)
- Primary (3FE)
- Secondary (6FE)
- Post-16 provision
- Community Links: Adult Learning Centre, Community Sports Centre, and partnerships with local businesses and organisations.

Community Sports Facilities

- State-of-the-art amenities include a 3G floodlit AstroTurf pitch, climbing wall, gymnasium, dance studio, MUGA, and a 187-seat theatre, serving both students and the wider community.

Academic Performance

- Ofsted: 'Good' in the last two inspections (2018 and 2023).
- Strong progress measures across all key stages, with Post-16 students achieving high value-added scores and excellent outcomes in A Levels and vocational qualifications.
- Continued focus on raising standards and expanding Post-16 provision.

Student Profile

- High levels of diversity:
 - 60% of students speak English as an additional language.
 - Above-average proportion of students with SEND support and Education Health Care Plans.
- Pupil Premium: Currently 48% of students
- Inclusive ethos with strong pastoral systems and robust behaviour management.

Location

- Alec Reed Academy is located in Northolt, West London, close to the A40 and M25.
- Transport Links: 20-minute walk or short bus ride from Northolt Tube (Central Line); Greenford Tube connects to National Rail.
- Community: Northolt offers urban convenience with quick access to central London and proximity to green spaces and towns such as Marlow and Beaconsfield.

Ethos & Values

Our mission is to prepare children for adult life by:

- Delivering high-quality education and fostering lifelong learning.
- Promoting confidence, ambition, and personal worth.
- Building strong partnerships with families and the local community.
- Upholding values of hard work, honesty, respect, and care for others.



Staff Testimonials



A great place to work with lots of friendly people. My first week here was well planned and gave me the opportunity to meet and shadow relevant co-workers. Everyone was really kind and helpful in offering up their time and knowledge on school policies and structure, staff responsibilities, showing me around. It was overwhelming but I feel that my introduction was relaxed, yet thorough, which really helped me to settle into my new role.

Home Attendance Liaison Officer



All staff were so welcoming and friendly when I joined ARA. I love the fact that every day is different and very rewarding in my role.

SaFE Worker



The academy is fantastic at supporting your professional development and progression. Myself and many others have been encouraged to apply for ambitious roles and responsibilities within the academy, as well as continuing our development through courses, such as an NPQSL.

Lead Practitioner – English Cross-Phase Links and Aspiration Programme



I was really impressed by the school when I came for my interview and induction because I felt as though there was a focus on the important things that matter most to students and staff. I also feel that the compassionate approach that underpins how staff interact with students is in line with my own beliefs. All the staff have been so supportive but also really honest about the challenges and what they are doing to keep improving the school.

Geography Teacher



Stay updated with our Weekly Principal Vlog's on YouTube or read our seasonal newsletters for the latest news!



Dear Candidate,

Thank you for your interest in the Cover and Examinations Officer position at Alec Reed Academy. This is a full-time position commencing in September 2026. The role offers the chance to play an essential role in the smooth day-to-day operation of the Academy.

The Cover and Examinations Officer is a key operational role, responsible for coordinating and managing daily cover arrangements to ensure continuity of learning during staff absence. This includes maintaining the Cover Diary, liaising with supply agencies, and welcoming and supporting visiting staff to ensure they are well prepared and integrated into the Academy. Alongside this, the role encompasses a range of administrative responsibilities, including providing support for examinations and assisting the Academy Leadership Team, making it a varied and highly valued position within our organisation.

One of the unique strengths of Alec Reed Academy is that all business services operate entirely in-house, from HR and Finance to IT, Buildings, Hospitality, and Hygiene. This integrated model ensures consistent, responsive, and personalised support for staff, enabling quick resolutions, seamless collaboration, and a working environment where people feel valued and well supported. Our culture is built around respect, honesty, and kindness, and this is reflected in the way we work together every day.

Alec Reed Academy is a vibrant and diverse all-through school serving a community full of aspiration and potential in West London. While our context includes areas of high deprivation, our students demonstrate strong ambition, resilience, and pride in their learning. We are equally proud of our staff, whose commitment and professionalism have contributed to our continued improvement and our 'Good' Ofsted outcomes over the past two inspections.

The Academy continues to invest in staff development, leadership capacity, and high-quality facilities. We benefit from strong governance, financial stability, and a clear improvement trajectory that we look forward to celebrating in our next inspection.

If you would like to discuss the position confidentially or require further information before applying, please contact the HR Team at hr@alecreedacademy.co.uk.

We reserve the right to hold interviews in advance of the closing date should a favourable application be received.

We look forward to hearing from you.

Phil Cosby
Principal & CEO

COVER AND EXAMINATIONS OFFICER

Salary from: LT2.1 £29,467 per annum

Closing date for completed applications: 5th July 2026

Interviews will be held: w/c 6th July 2026

'I love working within the HR department as no two days are the same – we play a key role in supporting colleagues, handling day-to-day HR matters and contributing to the success of the Academy' HR Officer.

We have the exciting opportunity to work collaboratively with experienced staff in a fast-paced, high quality and successful environment in the role of Cover and Examinations Officer. This is a full-time, term-time role with working hours from 6.45am to 2.45pm, Monday to Friday. Please note that these hours are non-negotiable to ensure cover is in place before the school day begins at 8.40am.

The role includes attendance during term time, Professional Development days, and pre-results and results days in August (typically the last two weeks of the summer break). The starting salary is £29,467 per annum (LT2.1). This figure has already been pro-rata'd and reflects the actual annual pay before tax. The final salary point is negotiable depending on qualifications and experience.

Skills & Experience needed:

- The role of Cover Officer is to manage the administration, organisation and smooth running of daily cover for staff absence.
- Applicants must be educated to Level 3 standard (A-level/NVQ) with GCSE's in English and Mathematics at Grade C / 4 or above (or equivalent)
- You will be a morning person, pro-active self-starter, with excellent communication and interpersonal skills, and the ability to prioritise under pressure
- Previous experience in a school environment or similar role is not essential as full training will be provided, however this would be of benefit

What we have to offer you:

- An Ofsted 'Good' school and an exciting, supportive place to work
- Strong job security within the public sector, plus a generous annual leave entitlement
- Potential for flexible working options once established in the role
- Access to excellent staff benefits including a new free on-site state-of-the-art fitness suite, Blue Light Card, Costco membership, and a cycle-to-work scheme
- The opportunity to work alongside exceptionally committed colleagues with high expectations for students
- An employer pension contribution of over 19%
- Free on-site parking, subsidised meals, and family-friendly policies, including paid dependants' leave

Commitment to safeguarding:

- ARA is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination
- The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

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 and Social media check prior to commencing the role.

You're welcome to visit us for a personal tour, or explore the "Work For Us" section on our website for more details and an application form.

Prefer to chat? Our HR team would be happy to speak with you—just call.



www.alecreedacademy.co.uk/



020 8841 4511



Bengarth Road, Northolt,
Middlesex, UB5 5LQ

JOB DESCRIPTION

COVER AND EXAMINATIONS OFFICER

Line Manager: Data Information Systems Manager

As a member of the Data Information Team to undertake a number of duties to include but not restricted to:

Staff Absence Cover

- Be responsible for the maintenance of the Cover Diary
- Check the answer phone and e-mail boxes, including ITrent, for notifications of staff absence
- Arrange daily cover and the PPA timetable, where appropriate, for absent staff and their classes in both phases of the academy
- Liaise with members of the senior leadership team regarding daily cover requirements
- Liaise with HR regarding their long-term cover bookings and maintain a record of staff absence
- Report by email to the relevant staff on a daily basis, a list of staff absence with reasons
- Send a weekly return of supply bought in to the Finance Department and authorise timesheets
- Ensure cover work is ready and uploaded to Teams. Report to senior leadership if work is not set for a planned absence
- Authorise timesheets weekly with agencies and academy finance department
- Work closely with the Cover Supervisors to ensure that they are fully informed of their assignments for the day
- Liaise with supply agencies to bring in supply staff
- Liaise with Primary and Secondary Reception in relation to any supply staff visiting the academy to cover for absent colleagues
- Follow up issues related to the setting of cover with individual staff
- Liaise with the Leadership Team where there are concerns that individual staff are not following school policy regarding registering absence and setting of cover work.

Admissions and Maintaining Student Data

- Lead the admission process, both in September and with casual in-year admissions
- Create MCAS and student portal accounts such as Parent Pay for new admissions
- Remove leavers from roll, communicate this as appropriate and produce a weekly vacancy return
- Produce and share CTF - Requests and Transfers with other school admission officers via Synergy
- Ensure that information within the school information systems are accurate and current, including removing students from roll, and updating addresses, phone numbers, student photos and contact emails
- Produce data and related information for internal use. For example, tracking nursery numbers and sharing with finance to confirm funding.
- Produce data and related information for external use. For example, the Board of Trustees, the Local Authority and other key organisations such as Ofsted
- Create Unique Learner Numbers (ULNs) for students at the start of their GCSE pathway
- Make class/form changes as requested by leadership, SafeWorkers, Heads of Year and Curriculum/Subject Leaders.



JOB DESCRIPTION (CONTINUED)

COVER AND EXAMINATIONS OFFICER



General Administration

- Support with the organisation and upkeep of the Academy Calendar and Duty Rotas
- Distribute the daily detention list and display hard copies to the restaurant
- Assist the Data Information Manager with the preparation and administration of internal (mock) and external examinations
- Send out communications to parents about activities and events via text or email e.g. School Vaccines, Enrichment events, Parents evening
- Managing classrooms - allocating and booking classrooms as and when required to the support effective organisation of events
- Covering aspects of the Data Administrator Officer's role when she is away from her desk e.g. organising lunch cards for students

Other

- Ensure to safeguard and promote the welfare of children and young people, and follow the Academy's policies and the staff code of conduct
- Whilst at work, to take reasonable care for own health & safety and others who may be affected by their work and to co-operate with the Board of Trustees and its management to enable them to maintain a safe and healthy workplace
- These duties and responsibilities are to be carried out at all times with due regard to the principles of equal opportunity
- Any other reasonable ad hoc works, administration or services required

Terms and Conditions:

Hours of work: Monday to Friday from 6.45am until 2.45pm. The role includes attendance during term time, PD days and pre-results and results days (4 days) in August. Please note that these hours are non-negotiable to ensure cover is in place before the school day begins at 8.40am.

Knowledge, Qualifications and Experience

Essential:

- GCSE English and Mathematics Grade C / 4 or above (or equivalent) Educated to Level 3 standard (A-Level/NVQ or equivalent)
- Experience of working under pressure and prioritising deadlines
- Strong organisational and administrative skills
- Excellent communication skills
- A desire to work with young people to improve their opportunities
- A flexible and adaptive approach to work
- The ability to work on own initiative or as part of a team
- Experience or understanding of working in a multicultural environment
- Excellent communication, numeracy and literacy skills
- Previous experience in an educational environment

Desirable:

- Previous experience in a cover supervisor or similar role
- Experience of Bromcom
- Educated to degree standard
- Previous experience in a cover supervisor or similar role

Abilities and Interests:

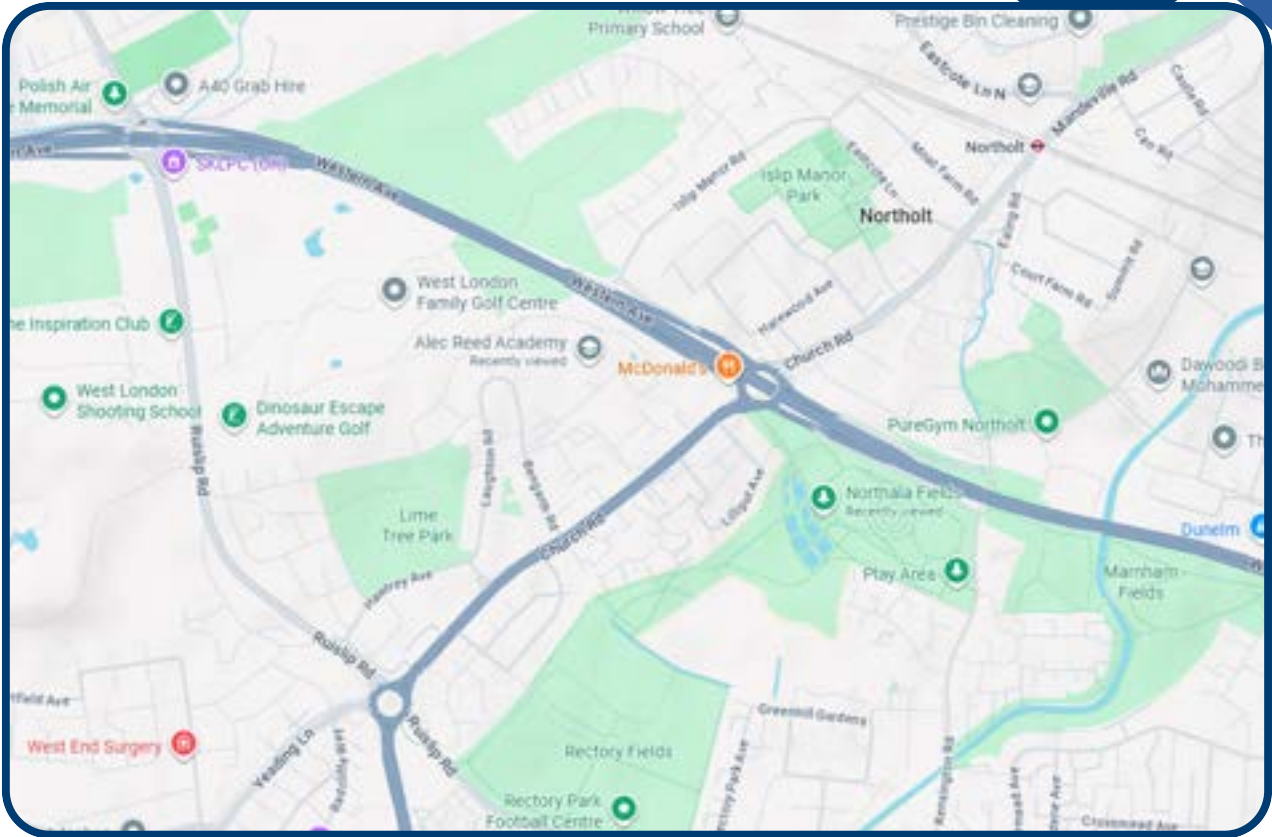
- Ability to work in a way that promotes the safety and wellbeing of children and young people including having an awareness of the safe guarding requirements of the Academy along with Child Protection Policy
- Pro-active self-starter with excellent communication and interpersonal skills
- Approachable manner with the ability to show assertiveness when necessary
- Ability to maintain calm during pressurised situations
- Reliable, conscientious and responsible
- A demonstrable commitment to equality of opportunity
- Committed to maintaining high standards across the Academy
- A team player
- Adaptability and contributor to changing circumstances and new ideas
- Ability to develop and maintain good professional relationships with students, staff and parents
- A willingness to become involved in wider Academy initiatives and activities
- Committed to school life and building effective relationships with all members of the school community.

PERSON SPECIFICATION

COVER AND EXAMINATIONS OFFICER



Contact Us



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HR@alecreedacademy.co.uk

... Or visit our website

www.alecreedacademy.co.uk

