

Operations Officer

(including Clerk to the Governors)

Grade 12.12 – 12.19 £26,421 - £29,777 full time equivalent

33 hours per week, to include 1.5 hours clerking

Permanent Contract, Term Time, plus 1 week

Actual starting salary £20,448.61

We are currently looking to appoint a dedicated Operations Officer, including Clerk to the Governors at Mark First School, part of the Wessex Learning Trust. The key purpose of this role is to oversee the daily administration and smooth running of the school office. The ideal candidate will have excellent administration and organisational skills and be reliable, patient, discreet with an excellent telephone manner. You must be friendly, professional, and approachable. You will have experience of working in a busy environment, with the ability to handle many tasks at the same time. Part of this role will include attending Governors meetings once a term, taking and typing minutes and other clerk duties.

Candidates will need to demonstrate the following:

- Proven administrative experience working in an office environment at senior level
- The ability successfully to organise, lead and motivate staff
- Excellent communication skills
- The ability to plan, organise and respond to changing priorities in a fastmoving environment
- Problem solving skills; use of initiative and taking decisions
- Flexibility, teamwork
- Commitment to maintaining confidentiality at all times
- Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils

What we can offer:

- Professional induction, training and continued professional development opportunities.
- Staff benefits including reduced leisure centre membership and cycle to work scheme.
- A staff assistance programme with specialist provider, CareFirst who provide a 24/7 free phone helpline, or face-to-face counselling for every employee in the Wessex family.
- Exciting opportunities as part of a growing multi-academy Trust.
- Local Government Pension Scheme with a generous employer contribution in excess of 20%, subject to pension eligibility criteria

To apply for this position, please complete a support staff application form, (which is available on our website), together with a letter of application for the attention of Mrs Parle, detailing your experience and impact to date and why you are the best candidate for the position. Completed applications should be returned by email to: iparle@markfirstschool.co.uk

Closing date: Wednesday 22nd May

Interview date: w/b Monday 3rd June

The Wessex Learning Trust is committed to safeguarding young people and promoting the welfare of children, and all staff appointed will undergo online checks and be required to undertake an enhanced Disclosure and Barring Service Check.