



Cheddar First School & Preschool

Where every child is at the heart

Operations Assistant

Start: as soon as possible
16.5 hours a week, term time only
Permanent contract, part time
Grade 15.3-15.4 £22,737 - £23,114 full time equivalent per annum pro rata
Actual Starting Salary £8,460.14

An exciting opportunity has arisen for an Operations Assistant to join us! Do you have excellent administration and organisational skills? Are you reliable, patient, discreet, friendly and approachable? If so, we need you to assist with the daily administration and smooth running of the school and preschool operation, input accurate data to assist with censuses and take ownership of preschool funding applications. The ideal candidate will be used to working in a busy environment and have an ability to handle many tasks at the same time.

Candidates will need to demonstrate:

- Proven administrative and financial experience working in an office or school environment
- Excellent communication skills
- The ability to plan, organise and respond to changing priorities in a fast-moving 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

Cheddar First School is a successful first school situated in the heart of Cheddar. We currently have 260 pupils on roll and 70 pupils registered in our Preschool. The Cheddar First team is committed to offering every child the best possible educational journey. As a member of the Wessex Learning Trust, we work collaboratively and believe in empowering our staff to grow and take the lead. Across all our schools, we work together, share staff – and share expertise.

To apply for this position, please complete a support staff application form, (available on our website), together with a letter of application for the attention of Mrs Suzanne Smith. Your letter should be no more than two pages of A4, detailing your experience to date and why you are the best candidate for the position. Completed applications should be returned by email to office@cheddarfirstschool.co.uk for the attention of Mrs Suzanne Smith.

Closing Date: Wednesday 15th May
Interview Date: Wednesday 22nd May

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