



Weare Academy CofE First School

Operations Officer HR & Admin & Clerk to the Local Partners

Operations Officer

Salary Scale Grade 12 point 12, £13.69 per hour (£26,421 FTE)
Part-time 6.5 hours Permanent contract, term time plus 1 week

Clerk to the Local Partners

Part time 1.5 hours per week, Permanent Contract, term time only
Starting Salary Grade 13 point 6 £12.38 per hour (£23,893 FTE) **Start date – ASAP**

We are currently looking to appoint a dedicated Operations Officer to support Weare Academy Church of England 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 have the ability to prioritise and use their initiative whilst building good working relationships. You must be friendly, professional, and approachable. You will have experience of working in a busy environment, with the ability to manage conflicting deadlines.

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 interpersonal skills with a flexible and positive attitude
- Problem solving skills; use of initiative and making decisions
- Flexibility, teamwork
- Implementation of systems
- 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
- Ability to travel to desired location for Local Partner meetings
- Ability to work on your own initiative

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

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 Chelsey Dover, 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 office@weareacademy.co.uk

Closing date: 8am, 11th November 2024

Interview date: 14th November 2024

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