



# Cheddar First School

Where Every Child Is at the Heart

## Operations Assistant

Start: May 2026

Hours: 6.5 per week

Contract: Part time, fixed term contract for 1 year

Grade: 15 Point 3 £3,634.58 full time equivalent

Actual Starting Salary: £24,796 per annum

An exciting opportunity has arisen for an Operations Assistant to join our team. 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. 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

### 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, (available on The Wessex Learning Trust website), together with a letter of application for the attention of the Headteacher, Mrs Suzi 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 [ccox@cheddarfirstschool.co.uk](mailto:ccox@cheddarfirstschool.co.uk)

**Closing Date: On appointment of successful candidate**

**Interview Date: TBC**

***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.***