



Job Description: Operations Assistant

Post:	Operations Assistant
Reporting To:	Operations Officer

Job purpose:

- As a member of the Operations team, support with the smooth-running of the operational element of the school business
- To provide effective administration within the school office
- Promote a business-like office environment, forming excellent relationships with parents and staff
- Contribute to the overall ethos and aims of the school and meeting the needs of the children
- To safeguard the children of the school

Duties and Responsibilities:

School Information Management System

- Responsible for checking Attendance register. Children absence to be investigated and recorded.
- Maintain the database in school for pupils and update records accordingly.
- Monitor attendance and produce reports as required.

General Office and Preschool Administration

- Offer a helpful, professional and approachable service to all parents and visitors to the school, both in person and by telephone and email.
- Check the schools email inbox each day and respond to any queries, and forward relevant emails and information as required.
- Ensure all visitors sign in the visitor book and are given a badge and are aware of safeguarding procedures within the school.
- Ensure all visitors are aware of the fire procedures in school.
- Assist with the administration of school trips, visits and coaches, and then draft letters to send to parents/carers.
- Order supplies as necessary with authorisation from the Headteacher or Operations Officer.
- Update website as and when with letters and events and keep calendar up to date.
- Open post daily and respond where necessary.
- Keep copies of all signed delivery notes and file accordingly.
- Prepare letters as advised by the Headteacher or class teacher, including weekly/monthly bulletin/newsletter.
- Liaise with club providers for dates, costs and payments when not directly provided by school.
- Assist with the arrangements for school visits, induction days and major events such as open afternoons/evenings; school plays; awards and events.

- Liaise with Central Team for operational matters such as finance, human resources and health and safety when required.
- Provide confidential secretarial service to Headteacher, Senior Leadership Team (SLT) and Operations Officer to include correspondence, reports, references, mail, diaries, appointments and meetings.
- Cover break and lunch-time duties when required.
- Monitor the preschool mailbox.
- Assist with preschool administration.

School Meals

- Edit and circulate menus in accordance with relevant weekly cycles.
- Collate the lunch orders, process and communicate through to the production kitchen team daily.
- Follow daily procedures for catering to specific school need.

Premises

- Ensure that the school site is safe and presentable each day. This may include carrying out routine checks of the site.
- If a fault is reported or occurs, try to establish urgency and contact relevant tradesperson.
- Order cleaning supplies as necessary.

Health and Safety

- Following relevant training, assist with first aid for pupils. If a child needs to be given medicine, make sure parent completes the relevant form and keep medicine in the locked medicine cupboard.
- Order First Aid supplies as and when necessary.
- Record any accidents/incidents in the relevant log.
- Advise Operations Officer of any reported or potential health and safety problem.
- Working with the Operations Officer, ensure emergency procedures are updated termly or when required.

Finance

- Provide admin support to the nursery including inputting of finance and processing claims
- Manage payment for trips, clubs and lunches. Includes setting new pupils up on the system and year end procedures.
- Perform regular upload of new pupil data onto MIS.
- Assist with the organising of after-school clubs, including managing bookings, registers and payments.
- Complete Preschool funding applications.
- Compile, create and send parent invoices, cross check invoices with bank statements for Preschool

Additional information

- The post holder will be based at Cheddar First School in Cheddar but could be expected to travel to other Wessex schools, as necessary. The post holder will need to have transport and a valid driving licence.
- The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the child protection and safeguarding policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern the Trust's child protection procedures will be followed alongside implementation of the Trust disciplinary procedures.
- Ensure the aims, priorities and policies of the Trust are adhered to.
- Act as a positive representative of the Trust and its learners in all circumstances and at all times.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and to maintain a professional standard of demeanour and dress.
- Carry out any other duties as reasonably requested by the Trust Central Team, Headteacher, Deputy Headteacher and Operations Officer.
- Attending relevant meetings, as required.
- Participating in training and other learning activities and performance development, as required.
- Uphold the responsibility and duty of confidentiality.
- Have excellent literacy and numeracy skills.
- Demonstrate excellent communication skills.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Establish constructive relationships and communication with all staff and other agencies/professional.
- This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified. The job description will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Trust.

In addition, any other comparable duties as the Headteacher may require from time to time.

I have read the Job Description and I agree to carry out the above duties, as and when required.

Headteacher/Line Manager's Signature:	
Date:	
Post Holder's Signature:	
Print Name:	
Date:	

Person Specification – Operations Assistant

Category	Essential	Desirable
Qualifications		
3 GCSEs or equivalent (Grade A*- C) including Maths and English	?	
Evidence of a further financial qualification, professional development or training		?
Experience		
Experience of working in administration	?	
Experience of working in a school/educational setting		?
Experience of using education MIS software or similar packages		?
Experience of operating financial systems and procedures		?
Abilities, Skills and Knowledge		
Ability to manage and prioritise a varied workload as well as delivering to set timescales	?	
Experience of working with word, excel	?	
Excellent verbal, written and numerical skills	?	
Ability to communicate clearly, accurately and helpfully with staff, children, parents, visitors and contractors, and handle all phone enquiries in the same way	?	
Ability to produce work at a high level of accuracy	?	
Ability to maintain confidentiality	?	
Experience producing invoices and bank reconciliations		✓
Experience completing funding applications		✓
Personal Qualities		
Excellent personal organisation and self-motivation	?	
Excellent communication, presentation, and interpersonal skills	?	
Be able to demonstrate resilience, positivity, determination, and a strongwork ethic	?	
To be passionate about enhancing opportunities for young people		?
Ability to adapt to changing circumstances	?	
A strong commitment to the Trust's values	?	