



## Operations Officer

Salary Scale Grade 12 (point 12) £28,598 FTE

Part-Time position, 19.5 hours per week

*(Actual starting salary based on 19.5 hours per week, Term-time only + 1 weeks £12,907)*

Permanent Contract, Term-time plus 1 week (39 weeks per year)

Start Date – required as soon as possible

We are currently looking to appoint a dedicated Wessex Operations Officer to lead key operational functions at Draycott & Rodney Stoke Church of England First School. The key purpose of this role is to oversee the daily administration and smooth running of the operational elements of the schools in conjunction with the Wessex Central Operations Team. The ideal candidate will have excellent administration and organisational skills, be flexible in their approach, reliable, patient and work with initiative. You will have experience of working in a busy environment, with the ability to handle many tasks at the same time.

### Candidates will need to demonstrate the following:

- Proven administrative experience working in an office environment at senior level
- The ability to successfully organise, lead and motivate colleagues
- Excellent communication skills
- The ability to plan, organise and respond to changing priorities in a fast-moving environment
- Problem solving skills and taking decisions
- Flexibility, using initiative and 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 learners

### 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, PAM Wellness who provide a 24/7 free phone helpline, or face-to-face counselling for every employee in the Wessex family
- A 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 Mrs Sarah Netto, Headteacher, 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@drsfirstschool.co.uk](mailto:office@drsfirstschool.co.uk) Candidates are warmly invited to contact the schools and arrange a visit. To book an appointment contact Mrs Sarah Netto on 01934 742052

**Closing date: Thursday 14<sup>th</sup> May 2026 at 8am**

**Interview date: Monday 18th May 2026**

***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.***