



Job Description: Operations Assistant

Post:	Operations Assistant
Reporting To:	Operations Manager

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 positive office environment, forming excellent relationships with parents and staff
- Contribute to the overall ethos and aims of the school by supporting administration in relation to pupils and families
- To represent the school as the first point of contact in person and on the telephone

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 School 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.
- Order supplies as necessary with authorisation from the Headteacher or Operations Officer/Manager. Assist with processing of invoices.
- Open post daily and respond where necessary.
- Keep copies of all signed delivery notes and file accordingly.
- Assist with the arrangements for school visits, induction days and major events such as open afternoons/evenings; school plays; awards and events.
- Cover break and lunch-time duties when required

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 Manager of any reported or potential health and safety problem.



Additional information

- The post holder will be based at Fairlands Middle 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 Manager.
- 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 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	✓	