



Fairlands
Middle School

Operations Assistant

Salary Scale Grade 15

Full-Time position, 37 hours per week, Part-Time will be considered

(Actual starting salary based on 37 hours per week, Term-time only, £20,689 - £21,014, based on full time equivalent of £24,796 - £25,185)

Fixed-Term Contract (due to long-term absence), Term-time (38 weeks per year)

We require an exceptional person to join our team. The successful candidate will be flexible, reliable, patient, discreet, good-humoured, and committed to the wellbeing of pupils at our School. The ideal candidate will have an excellent telephone manner and administration skills. You must be friendly, professional and approachable.

You will have experience of working in a busy environment, with the ability to handle many tasks at the same time. You will be the first line of contact for both telephone calls and visitors to the school, providing a warm welcome to visitors.

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 Rebecca Bennett (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@fairlandsmiddleschool.co.uk

Closing date: 03 August 2026

Interview date: tbc

We welcome early applications and reserve the right to close this early.



Wessex
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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.



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