Operations Officer

Salary Scale Grade 12 (point 12-19) £29,542 - £33,119 FTE
Permanent Contract, Term-time plus 1 week (39 weeks per year)
37 hours per week
(Actual starting salary based on 37 hours per week, Term-time only + 1 week £25,635 - £28,739 pa)

We are currently looking to appoint a dedicated Operations Officer to lead key operational functions at St Cuthbert's Church of England Junior School. The key purpose of this role is to oversee the daily administration and smooth running of the operational elements of the school. 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 making 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.
- Local Government Pension Scheme with a generous employer contribution, 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 Miss Fiona Airey (Executive 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 HR@wessexlearningtrust.co.uk

Closing date: 8am, 16 November 2026

Interview date: 24 November 2026

Early applications are encouraged; we reserve the right to close this advert prior to the closing date.

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.