



**VACANCY**

# Operations Assistant

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**APPLICATION INFORMATION PACK**



# Welcome

Thank you for your interest in the currently advertised position of Operations Assistant at North Huddersfield Trust School.

The school opened in 2011 and has almost trebled in size since then. This academic year, we have over 1,000 students on roll including oversubscribed intakes of 210 in each of Years 7, 8, 9 and 10. We were inspected by OFSTED in May 2022 which confirmed our status as a good school, describing 'a welcoming and vibrant atmosphere' where 'the diversity of the school and community is celebrated'. It also confirms the curriculum 'sequences what pupils need to learn' and is designed 'to enhance pupils' cultural capital and understanding of the world'. As a school that is fully committed to inclusion, the report highlights that 'pupils are calm and patient' and that 'staff help to build and manage positive relationships'.

We are at an extremely exciting phase of our development led by a supportive and proactive senior and middle leadership and a dedicated team of Lead Practitioners that help colleagues develop research informed best practice tailored to meet the needs of our students. We have a healthy mixture of staff who are relatively new to the school and many who have worked here for a much longer period of time. In the last few years, the curriculum has been completely overhauled and the way it is delivered reformed and refined, so that it matches the ambition we hold for every student. We have an established Student Parliament which is an integral element of our leadership programme designed to give a voice and an influence to the people we believe will shape and transform society.

As Headteacher since May 2019, I am in the privileged position of leading the school in its quest to provide a safe and happy environment in which our students thrive. Recruiting staff with the potential to make a significant contribution to this is crucial. If successful, you will play an important role in the day to day life of the school providing a wide range of administration and organisational support to keep all aspects of the school's operations running as smoothly as possible.

Please take the time to read the contents of this pack carefully and to look at our website which provides lots of information about the school, its values, links and identity.

I hope that, having read through all the available information, you are keen to submit an application and look forward to receiving it.

Thank you again for your interest in the position and, should you choose to make an application, I wish you the best of luck.



Andrew Fell  
Headteacher

# Vacancy Details

**Operations Assistant**

**37 hours per week, term time + 5 days (requests for flexible hours will be considered)**

**Salary: Grade 6 (actual Salary £21,117 - £22,582)**

**Closing date: 9am Wednesday 4<sup>th</sup> September 2024**

**Start Date: ASAP**

North Huddersfield Trust School is recognised by Ofsted as a 'Good' school and has been described in the most recent inspection as having “a welcoming and vibrant atmosphere.” We pride ourselves on the fact that the “diversity of the school and community is celebrated.” Our ambition for our students and our caring and nurturing approach to education within and beyond the classroom contributes to what makes our school a special place both for both staff and students.

We are seeking to recruit an Operations Assistant to join our busy team. This is an exciting opportunity to work in a busy and friendly office. The role is varied consisting of supporting the Premises Manager and Operations Manager with administrative tasks and daily operations. We are looking for someone with excellent interpersonal and organisational skills, a positive attitude and plenty of enthusiasm who is able to work under pressure and use their own initiative. ICT competency is essential.

We welcome interest from potential applicants who represent the diversity of our school and local community.

If you would like to arrange an informal discussion of the role, or arrange a visit to the school please contact Mrs Nora Brown, Operations Manager, at [nbrown@nhtschool.co.uk](mailto:nbrown@nhtschool.co.uk) or telephone 01484 452100 ext 271.

**Please apply through [My New Term](#). The closing date is 9am on Wednesday 4<sup>th</sup> September 2024.**

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All staff are subject to an enhanced DBS check. A conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.**

***In line with KCSIE 2023 and guidance from The Safer Recruitment Consortium, shortlisted applicants will be subject to an online search.***

# Job Description

<b>Role</b>	Operations Assistant
<b>Pay scale</b>	Grade 6
<b>Weekly hours</b>	37 hours per week Term time plus 5 days (requests for flexible hours will be considered)

## Role Summary

The role is varied consisting of supporting the Premises Manager and Operations Manager with administrative tasks and daily operations to ensure the smooth running of the school.

## Key Responsibilities

1. Administrative Support
2. Support Premises Manager and Operations Manager with daily operations across the school site
3. General

## Duties

<b>Key accountabilities</b>	<b>Key tasks</b>
Main duties	<ul style="list-style-type: none"><li>• Manage, update and continuously review administrative systems and processes to ensure the smooth running of the site</li><li>• Monitor the school's premises reporting system and liaise with the school's site team to ensure any repairs and/or maintenance are actioned</li><li>• In conjunction with the Premises Manager and site team, ensure that the site buildings are kept safe and clean</li><li>• Support the Premises Manager with ensuring risk assessments and required health and safety documentation is in place</li><li>• Liaise with key stakeholders to support with the preparation of the school site/facilities for both internal and external events</li><li>• Regularly walk the site and note requirements, repairs and maintenance as appropriate</li><li>• Raise purchase orders for the Premises Manager and Operations Manager</li></ul>

	<ul style="list-style-type: none"> <li>• Support with the lettings administration, compliance and safeguarding requirements</li> <li>• Support the Premises Manager with minor and major projects during periods of school closure (holidays)</li> <li>• Provide administrative support for the Operations Manager with school trips, calendar and recruitment</li> <li>• Manage the school's premises email account and send premises communication when required</li> <li>• Monitor staff training need for the school's minibus drivers and fire wardens</li> <li>• Ensure that safety checks, maintenance, servicing and MOT are carried out on the school's minibus</li> <li>• Oversee the school bell system</li> </ul>
General	<ul style="list-style-type: none"> <li>• Always uphold the school's PRIDE agenda</li> <li>• Adhere to strict standards of confidentiality</li> <li>• Ensure compliance with data protection, equal opportunities, health and safety and safeguarding regulations, policies and guidance</li> </ul>

This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder. Additional duties may be requested from time to time which are commensurate with the post.

We are committed to safeguarding and promoting the welfare of children and young people and all post-holders are expected to share this commitment.

<b>Reports to:</b>	Premises Manager
<b>Responsible for:</b>	

# Person Specification

	ESSENTIAL	DESIRABLE
Education / qualifications	<ul style="list-style-type: none"> <li>✓ Maths and English GCSE at Grade 4/C or above, or equivalent</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>✓ Proven administrative skills</li> </ul>	<ul style="list-style-type: none"> <li>✓ Experience of working in a school setting</li> <li>✓ An understanding of health and safety</li> </ul>
Specialist knowledge & skills	<ul style="list-style-type: none"> <li>✓ Fully IT literate</li> </ul>	<ul style="list-style-type: none"> <li>✓ Knowledge of Smartlog</li> </ul>
Personal skills	<ul style="list-style-type: none"> <li>✓ Ability to plan and prioritise tasks</li> <li>✓ Excellent attention to detail</li> <li>✓ Outstanding communication skills</li> <li>✓ Professional resilience and working well under pressure</li> <li>✓ Strong organisation and project management skills</li> <li>✓ Creative and imaginative approach to problem solving</li> <li>✓ Ability to use initiative</li> <li>✓ Ability to build and manage effective relationships</li> </ul>	
General	<ul style="list-style-type: none"> <li>✓ Excellent understanding of safeguarding guidance</li> </ul>	<ul style="list-style-type: none"> <li>✓ A good understanding of school policies</li> </ul>

**Please use the above person specification to inform your supporting statement which should be no longer than 2 sides of A4.**

The interview panel will assess each candidate against the above criteria, expecting candidates to demonstrate knowledge and understanding of each area and showing evidence of having applied, or an awareness of how to apply, this knowledge and understanding in the context of our school.

References will also be used to assess the ability of candidates against these criteria.

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