

The South Wolds Academy and Sixth Form



Operations Administrator Application Pack

January 2023



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Dear Applicant

Operations Administrator

Thank you for your interest in this post.

The South Wolds Academy is a popular, high-attaining 11-18 school. Our main aim is to enable every student to achieve their academic and social potential. We strive to achieve outstanding attainment and care, guidance and support, underpinned by a strong programme of enrichment that prepares our students for the rest of their lives. In December 2019 OFSTED judged us to be a good school with many outstanding features and the most recent report can be found on our website. We are regularly one of the 10 highest performing schools in Nottinghamshire and our "culture of high achievement is prevalent in all that we do.

At the centre of our improvements are outstanding staff who are committed to taking every possible step to enable our students to enjoy and succeed. If you are successful in your application for this post then you can rest assured that we will be absolutely committed to your professional development, work-life balance, and career aspirations. Governors, senior leaders and I are committed to enabling all staff to fulfil their roles successfully, to flourish professionally and prepare for the next stage of their career.

Perhaps our school is best summed up by OFSTED who reported that "pupils achieve well within a culture of high ambition" and "teachers have high expectations of what pupils can achieve". We are looking for someone who can make a major contribution to our great school and further enhance our students' experience.

We would urge all candidates to explore the school website www.southwolds.co.uk to find out more about our great school and students. Alternatively you can follow us on twitter (@SouthWolds) or Facebook for an easier way of staying in touch.

South Wolds is an exciting place to work – a place where staff and students do have a smile on their faces. We would be delighted to hear from you if you decide to apply for this post. Please complete an application form and statement (no more than two sides of A4 in Calibri 11) explaining:

- How your training and experience to date have prepared for you this post;
- What difference you will make to the students if you are appointed; and
- Why we should appoint you to this post.

This statement should be completed instead of answering question 6 on the application form.

We look forward to hearing from you. **The closing date for applications is 9.00 am on Friday 3rd February 2023.** We reserve the right to interview suitable candidates prior to that date. Should this prove successful we may close to new applicants earlier so please don't delay in submitting your application.

If you have any queries then please contact Jo Egglenton by phone or email jegglenton@southwolds.notts.sch.uk

Yours sincerely

Halina Angus
Head Teacher



Job Description

1. Title of Post:	Operations Administrator
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2. Accountable and Responsible to:	Operations Manager
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3. Grade:	Scale 2
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4. Main Purpose of the Job:	
1.	The purpose of this role is to provide administrative support to the operations and site management team to facilitate the smooth day to day running of the school.

5. Main Responsibilities of the Job:	
1.	Operating a phone answering and appointment booking service for the site team.
2.	Obtaining quotes and liaising with contractors.
3.	Producing ID cards for staff and sixth form students
4.	Maintaining the Every management system with up to date information.
5.	Managing health and safety training including booking courses and keeping accurate attendance records.
6.	Developing and maintaining annual and monthly task calendars
7.	Using the finance system to raise purchase orders and new supplier requests.
8.	Developing and maintaining electronic and paper filing systems including scanning compliance documents.
9.	Managing the risk assessment review process and staff responses.
10.	Proactively managing the “operations” email account, passing on tasks and responding as necessary.
11.	Ensuring that tasks are followed up and closed off as they are completed.
12.	Assisting in the preparation of large documents for external third parties.
13.	Providing clerical support as needed to operational team leaders.
14.	Providing occasional cover for the reprographics function in times of absence.
14.	Providing occasional support to the DfE Manager and Educational Trips Co-ordinator.

Person Specification	Essential	Desirable
GCSE A – C (or equivalent) in English and Maths	Yes	
Awareness of child protection and safeguarding policies	Yes	
Excellent communication skills	Yes	
Knowledge of health and safety protocols.		Yes
The ability to prioritise conflicting demands	Yes	
The ability to work alone or as part of a team	Yes	
Good computer skills (Word, Excel, Powerpoint, Email and Internet use)	Yes	
The ability to prioritise and manage your own workload using initiative and independence.	Yes	
The ability to maintain confidentiality	Yes	
Awareness of GDPR		Yes
Experience of working in a school / college environment		Yes

The South Wolds Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to support the school in the delivery of this.

All staff must have the right to work in the UK and will be subject to a DBS check prior to taking up appointment.