

St Helen's School

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**Operations, Academic, and Co-Curricular
Coordinator – Job Description**



JOB DESCRIPTION

Operations, Academic, and Co-Curricular Coordinator

The Role

To provide comprehensive, proactive, and customer-focused operational, administrative support across the School's Operations, Co-Curricular, Academic Leadership and Sport.

The postholder will ensure high levels of service, professional communication, and a welcoming, solutions-orientated approach when supporting staff, pupils, parents, and visitors. Responsibilities are wide-ranging and may include other duties commensurate with the role as determined by the Senior Deputy Head Academic & Co-Curricular & Academic Deputy Heads.

Reporting to: Senior Deputy Head Academic & Co-Curricular

Line Manage – EVC & Ops Administrators

Main Responsibilities

Operational & Programme Coordination

- Provide administrative oversight for Operations, Co-Curricular, Sport and Drama
- Coordinate whole-school operational initiatives as directed.
- Manage competing priorities, timelines, and key deadlines
- Maintain the School Calendar and School Rota's
- Support the Senior Deputy Head Academic & Co-Curricular with all operational events within school

PE & Sport Administration

- Production and distribution of trials, acceptance, and rejection letters
- Collation of reply slips
- Organisation of team sheets and results
- Support for GCSE and A Level PE documentation
- Administrative support for the Gym & Dance Show and other performance events
- Input all PE fixtures and clubs onto SOCS
- Act as first point of contact for parents, staff, and visitors, providing high levels of customer service
- Maintain filing systems, photocopying, printing, and departmental minute taking

Co-Curricular Programme

- Support the EVC Administrators to prepare, publish, and maintain the Co-Curricular programme
- Support the EVC Administrators to allocate venues using our Room Booking System and maintain accurate registers for clubs, activities, and fixtures
- Ensure contract for services and all compliance related documentation is prepared for each provider
- Ensure safer recruitment is complete
- Ensure training and inductions are issued to providers
- Monitor and maintain a data base of all providers
- Coordinate all due diligence when onboarding new third-party providers inclusive of termly fire drill tests via the Estates Manager
- Support the EVC Administrators with the logistics for trips, tours, and events, including permission slips, risk assessments, and travel arrangements
- Administer sports trials, team sheets, and results



Academic

- Timely communications and uploads of Reports and Gradesheets
- Support UCAS and Futures with administration
- Support 6th Form events and administration
- Coordination of the academic reporting calendar in conjunction with the Deputy Head Academic
- Collate all Academic and Teaching Support staff PDPs
- Middle School Co-Curricular Awards
- Prize Day Planning
- Administrative support to Senior Leadership (Deputy Heads, Timetabling)
- Coordination of academic processes (reporting cycles, data collection, deadlines)
- Meeting management (agendas, minutes, documentation, HODs)
- Inspection/compliance preparation (policies, evidence, GDPR, safeguarding)
- Staff support processes (CPD, induction, performance documentation)
- Central communication hub for academic stakeholders (staff, parents, pupils)

Customer Service Excellence

- Embody the school's ethos of care, professionalism, and excellence in every interaction
- Anticipate needs and provide solutions proactively
- Transform challenges into opportunities through a positive, solution-focused approach
- Handle sensitive and confidential information with discretion
- Identify and implement opportunities to enhance service delivery

Safeguarding, Compliance & General Duties

- Promote and safeguard the welfare of pupils in line with School policy
- Adhere to Health & Safety procedures and support emergency response
- Act as Emergency First Aider when required
- Promote equality of opportunity for all students and staff
- Maintain exemplary professional standards of attendance, punctuality, appearance, and conduct
- Engage constructively in performance review and personal development
- Partner with the wider administration/reception team to ensure consistent service across the school
- Support and promote the school's ethos, aims, objectives, and strategic vision
- Undertake other duties as reasonably required by the Deputy Head (Operations), Director of Sport, or line manager

Hours

Full time, 37.5 hours Monday to Friday during term time plus 6 weeks during school holidays.

Flexibility required to support whole-school events, evening activities, and occasional weekend duties.



The Person

- Degree Level Education
- Strong proficiency in Microsoft Office 365 and CRM systems
- Excellent interpersonal and communication skills, with the ability to build strong relationships at all levels and engage with stakeholders
- Good presentation and public speaking skills, with the ability to deliver engaging training
- Excellent organisation, prioritisation and time-management
- Excellent written communication and good report-writing skills

APPLICATION PROCESS

Closing date: Sunday 31st May 2026

Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early.

Due to the volume of applicants, we receive, if you do not hear from us within 4 weeks of the closing date, please assume we will not be progressing your application further on this occasion.

