

OPERATIONS ASSISTANT

Salary: Grade 3 – Pt 6- 9 -£21,363 - £22,890 Actual Salary

Contract Type: Permanent

Working Hours: 37 hours a week, 39 Weeks per annum

Location: Core Team

Reporting To: Operations Manager

Key Relationships: Estates Team, Estates Officers, Operations Manager and Headteachers.

Working alongside the other members of the operations team, the Operations Administrator plays a key role in supporting the effective delivery of the Trust's growing business services function. This role is integral to the smooth running of the Trust operations department ensuring that the department runs, safely, and that the Trust is compliant with relevant regulations, while providing excellent service to internal and external stakeholders. The role will include attendance at our Head Office in Boston but the postholder may be asked to visit sites to complete audit and compliance work. The postholder will be part of the Core Services Operations Team and line managed by the Operations Manager

Specific duties and responsibilities:

- Use of analytical skills e.g. analyse and interpret data for reports.
- Collate information for statistical returns, including compliance and PPM.
- Liaise with Estate Team/Contractors/staff and other external agencies.
- Provide general clerical support, including clerical processes, IT based tasks requiring knowledge of various ICT packages, especially within the Microsoft Office suite of applications.
- Provide support to the Estates Officers to assist in maintaining databases, asset registers and service logs.
- Produce lists, information and data as requested by senior staff and provide administrative and organisational services to the Operations Team.
- Answer and respond to telephone enquiries.
- Monitor email inbox, receive and respond to email enquiries.
- Calendar Overview, arrange meetings, input appointments and schedule site visits.
- Photocopying / printing as required.
- Upload and input compliance and PPM documentation using the estates software package.
- Provide administrative support during meetings.
- To place the safeguarding of all children in the schools across our Trust as the highest priority.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Academy's safeguarding policies. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS with barred list check.
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and pupils at our schools.

- To maintain an understanding of and work within our Trust and School policies, procedures and statutory regulations, including in respect of health and safety, equity and inclusion, GDPR and data protection, safe use of IT, safeguarding children and safer working practices.
- To conduct oneself in a manner befitting a member of staff working in education at all times, demonstrating the behaviours and standards of our code of conduct.
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

Person Specification

Essential	Desirable	Measure
Qualifications		
<ul style="list-style-type: none"> • Experience in an Administration role. 	<ul style="list-style-type: none"> • Experience of working within a MAT or School 	Application Form/Interview
Experience		
<ul style="list-style-type: none"> • Have experience working in an office environment. • Strong analytical skills. • Have the ability to communicate effectively with all stakeholders. 		Application Form/Interview
Knowledge		
<ul style="list-style-type: none"> • Competent IT user • Competent with compliance software 		Application Form/Interview
Personal Attributes		
<ul style="list-style-type: none"> • Ability to prioritise workload and work to deadlines • Approachable and able to work as part of a larger team supporting others • Demonstrate a strong customer focussed approach to all • Good organisational skills • Willingness to adopt a flexible and collaborative approach to tasks 		Application Form/Interview