



**BEN RHYDDING
PRIMARY SCHOOL**
Bolling Road, Ben Rhydding,
Ilkley, LS29 8QH



VACANCY

BEN RHYDDING PRIMARY SCHOOL OPERATIONS LEAD

Permanent- To Begin April 2026

Salary: SCP (18-22) TTO + 7 DAYS Actual Salary £27,531.80

**37 hours a week 8.30am-4.30pm with a half an hour unpaid lunch break and an early finish at 4pm
one day per week**

'The school is a kind and tolerant place where pupils' individuality and success are recognised and celebrated'
Ofsted Jul 24

The governing body of our school is seeking to appoint an enthusiastic, committed and values-based person to join our hard-working, creative and caring teaching team. Ben Rhydding is a values-based school and judged a good school in the most recent Ofsted inspection (Jul 2024).

The successful candidate will:

- Have an excellent team ethic and interpersonal skills, determined to help the staff team achieve its compelling vision for education.
- Possess excellent organisational, problem solving and communication skills
- Experience of administrative supports services in schools
- Have the ability to remain calm under pressure
- Have the curiosity to seek opportunities to grow as a professional.

We can provide:

- A climate of inclusivity and support underpinned by a collegiate staff team and strong values.
- Excellent pupil behaviour and attitudes and a thriving school culture.
- A workplace where priority is placed on staff development and wellbeing.

We are a school with a strong community and excellent reputation in the local area.

Ben Rhydding Primary school is in the process of converting to Academy Status to join Moorlands Learning Trust and therefore this role provides an exciting opportunity for a colleague to support effective operations within a Trust following conversion. The role will therefore have variety and the opportunity to work with other Trust Operations Leads in the near future.

Visits to the school are recommended and can be arranged by contacting Peter Timms, our Headteacher on 01943 431133 or email at peter.timms@benrhydding.bradford.sch.uk



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Closing Date: Monday 13th April 2026

Shortlisting: Tuesday 14th April 2026

Interviews: Friday 17th April 2026

Interviews and details will be given to all the successful candidates.

Ben Rhydding School is committed to safeguarding and promoting the welfare of children.

All posts are subject to safer recruiting procedures and an enhanced DBS check. Proof of eligibility to work in the UK will be required. Please note CV's are not accepted for this post.