**JOB DESCRIPTION**

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| **Job Title:** | Operations Administrator  | **Department:** | Operations  |
| **Hours of Work:** | 8.00 am – 4.00 pm (Flexible) – 1-year fixed term contract. |
| **Responsible To:** | Head of Operations | **Responsible For:** | N/A |

**Summary of Role:**

The Operations Administrator will work closely with the Head of Operations to ensure all Operations departments work smoothly, effectively, and collectively. The role is varied from managing day to day processes and administration through to furniture ordering and event and project planning.

This role will suit a calm and logistical mind that enjoys thinking on their feet and strives for solutions and great customer service.

**Specific Responsibilities:**

1. First line of contact to deal with any Operations Team queries, including staff, visitors, and Contractors.
2. Liaise with HR to ensure relevant Contractors have DBS checks and keep contractor lists up to date.
3. Attend Operations meetings, take, type, and distribute minutes to relevant staff.
4. Order Equipment and process invoices.
5. Prepare, check, collate and distribute reports for the Head of Operations.
6. Assist with ongoing and future projects.
7. Support the planning and organisation of key events such as Prize Day, Open days etc.
8. Diary management for the Head of Operations.
9. Administrative assistance for the Head of Operations and all other departments that fall under their remit.
10. Source and implement training within the Operations Team, ensuring all training is compliant and up to date.
11. Co-ordinate the booking of events, liaising with all departments to ensure bookings are workable.
12. Manage the Events Diary online and ensure all relevant staff are notified of changes.
13. Work with the Head of Operations to streamline processes and identify efficiencies in working practice to reduce costs and increase profitability.
14. Ensure all relevant overtime and invoice paperwork are processed on time.
15. Arranging relevant supplier visits.

**Terms and Benefits**

* **Start Date:** ASAP.
* **Hours of Work:** 8.00 am – 4.00 pm (Flexible) – 1-year fixed term contract.
* **Salary**: Competitive depending on experience.
* **Holiday**.  The holiday entitlement is 5 weeks per year plus public holidays (pro rata).
* **Pension.** The successful candidate will be auto enrolled into the School’s pension scheme, which includes life assurance.
* **Lunch.** A free lunch is available in the dining room each working day when the kitchens are open.
* **Parking.**There is free parking on site.
* **Gym and Pool.** There are staff sessions for use of these facilities.

**PERSON SPECIFICATION**

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| **Essential** | **Desirable** |
| **Operational Excellence** |  |
| * 5 years’ + experience of working in administration for a busy office environment.
* Good organisational skills: ability to plan and co-ordinate and establish priorities.
* Excellent verbal and written communications skills, good telephone manner, ability to establish harmonious links with work colleagues at all levels.
* High levels of attention to detail.
* Excellent minute taking.
* Knowledge of Events planning.
* Excellent ICT skills including experience using all Microsoft packages and outlook.
 | * Experience of working in the Education Sector.
* Operations/Estates Management, FM/Maintenance, or construction experience.
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| **Personal Behaviours** |  |
| * Understand the importance of confidentiality and be able to deal with sensitive and personal information.
* Be a creative problem solver.
* Self-motivated, enthusiastic, and committed to supporting the Operations Team and the school.
* A proactive and strong team player who is happy to get involved in all aspects of the Operations Team.
* Contribute to the maintenance of a positive supportive work culture.
* Be prepared to assist in other areas of the Operations Team when required.
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| **Ethos and Whole School Values** |  |
| * Committed to operating as part of the School community.
* Supportive of the Sacred Heart Values.
* Committed to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care.
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| **Safeguarding and Pastoral** |  |
| * Committed to safeguarding and promoting the welfare of children and young people.
* A satisfactory Enhanced Disclosure from the DBS.
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