



## Operations Assistant

Salary / grade range	Level 2. New SCP 5-6
Location	Bradford. West Yorkshire
Reports to	Operations Manager

### Purpose of role:

To provide efficient and proactive administrative and clerical support to the Operations Manager and Site Managers in all aspects of operations across the two Academies (Co-op Academy Grange, Co-op Academy Southfield and the Pathfinder Vocational Centre).

Primarily you will provide administrative support to the Operations Manager and the team, supporting all operational activities and health and safety compliance, ensuring delivery of a professional customer focussed service is provided at all times. A high-quality productivity level and attention to detail within a fast-paced environment is a necessity.

### Key accountabilities (and specific duties / responsibilities):

- Performing general administrative and clerical tasks as required, in a confidential, proactive, efficient and professional manner.
- Assisting with the PFI contract including managing the helpdesk, processing change notices and analysing reports.
- Updating the Academies' Parago compliance system on a regular basis.
- Managing the Academies' Minibus driver training programme, and staff private vehicle use procedure.
- Managing Co-op Grange's First Aider programme, ensuring both Academies have sufficient and appropriately trained cover.
- Assisting with the Co-op Grange's Evolve education and trips programme to ensure all approvals, risk assessments and other documentation has been completed and uploaded in a timely manner.



- Assisting with all matters relating to fire safety, evacuation and lockdown across the site, including ensuring procedures are updated and communicated to staff.
- Assisting with keeping the Academies' Health and Safety Policies and Procedures updated, ensuring they are distributed as required.
- Assisting with the management of annual contract renewals.
- Assisting with the management of tasks relating to projects and maintenance.
- Monitoring CCTV, including liaising with external stakeholders such as the police, as required.
- Inducting contractors on site, ensuring that they have appropriate safety plans and risk assessments in place, and are operating these properly in practice.
- Preparing purchase orders and monitoring department budgets to ensure spending is kept within agreed budget figures and is in line with the Financial Regulations.
- Attending meetings and minute taking as required.
- Coordinating events involving external stakeholders ensuring planning, room requirements, staffing and refreshments are organised in advance and that the Academies are viewed positively and professionally.
- Assisting with insurance claims, including liaising with stakeholders such as the Academies' insurance broker.
- To respond appropriately to emergencies or urgent issues as they arise.
- Performing other general administrative and clerical tasks as required.
- Responsible for ensuring communication is effective and of a high standard at all times.
- Ensure the safeguarding of our students is paramount in all aspects of the role.
- Manage online and paper filing systems in line with GDPR.
- To contribute to Academy life and the overall vision and values of the Co-op Academy Trust.
- To attend and participate in training, other learning activities and performance development as required.
- Maybe required to work evenings to oversee events.
- To comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to the Operations Manager.