



Operations Assistant

Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
Qualifications <ul style="list-style-type: none"> GCSE Maths and English at Grade 3 or above or equivalent IOSH Health and Safety qualification 	<p>Essential</p> <p>Desirable</p>	<p>A</p> <p>A</p>
Experience <ul style="list-style-type: none"> Experience of working in Health and Safety Training and experience of Parago Premises and Compliance Service software Training and experience of Evolve Educational Trips and Visits management software Training and experience of helpdesks Experience of working successfully and constructively as part of a team, within a busy, fast paced office environment. Experience of complex administration and record keeping Experience of using budgets and raising purchase orders, ensuring best value is achieved and financial procedures are followed 	<p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p>



<ul style="list-style-type: none"> • Knowledge of education and policies and procedures relating to working in a school • Experience of managing insurance claims • Full working knowledge of relevant policies, codes of practice and legislation regarding office environments inc health and safety and GDPR • Experience of taking lead in managing and delivering projects • Experience of inducting contractors / visitors on site 	<p>Desirable</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p>
<p>Skills, Ability, Knowledge</p> <ul style="list-style-type: none"> • Proficient user of and ability to carry out complex tasks using Google, Microsoft Office i.e. Word, Excel. With the ability to manipulate and present data within software applications such as Excel • Experience in the use of complex information, databases e.g. SIMS 	<p>Essential</p> <p>Desirable</p>	<p>A / I</p> <p>A / I</p>
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Commitment to own personal and professional development, including maintaining an up to date awareness of developments of all aspects of the role • Excellent verbal and written communication skills with an ability to present information in a clear and concise manner • Excellent organisational skills to be able planning, prioritising and delivering of work to tight deadlines • Excellent organisational and time management skills 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p>



<ul style="list-style-type: none"> • Excellent customer service and relations 	Essential	A / I
<ul style="list-style-type: none"> • Ability to analyse situations and possible outcomes to establish the most effective course of action 	Essential	A / I
<ul style="list-style-type: none"> • Excellent attention to detail and ability to use initiative 	Essential	A / I
<ul style="list-style-type: none"> • Professional and customer service orientated with the ability to relate well to all stakeholders including staff, pupils, parents, contractors and visitors. 	Essential	A / I
<ul style="list-style-type: none"> • Undertake training as required and assist in training colleagues. 	Essential	A / I
<ul style="list-style-type: none"> • High levels of integrity, honesty and credibility 	Essential	A / I
<ul style="list-style-type: none"> • Highly motivated, confident 'can do' attitude with a strong work ethic 	Essential	A / I
<ul style="list-style-type: none"> • Problem solver and self-starter 	Essential	A / I
<ul style="list-style-type: none"> • Ability to work independently and also as part of a team 	Essential	A / I
<ul style="list-style-type: none"> • Approachable, courteous and able to present a positive image of the school to callers and visitors 	Essential	A / I
<ul style="list-style-type: none"> • High levels of integrity, honesty and credibility 	Essential	A / I
<ul style="list-style-type: none"> • Resilient, flexible and ability to retain a sense of perspective 	Essential	A / I
<ul style="list-style-type: none"> • Willingness and flexibility to attend occasional meetings outside of normal working hours to support school events 	Essential	A / I

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.