



Appointment of Operations Officer

Welcome from the Head



My priority over the past few years has been to improve the quality of teaching and learning and to open doors for every student that we are privileged to teach.

The school has undergone a great deal of change since I arrived in 2018. Some of these changes have been as a result of our own analysis and reflections on what we needed to do better, some have come about through the amazing new building project, and others have evolved as we have addressed our vision, ethos and purpose as educators.

We want our students to **ASPIRE**; to want to be the best they can be, to seize opportunities, be prepared to take risks and not be frightened of failure. We want them to **INNOVATE**; to think outside the box, be creative and curious, to be proud of who they are and to be able to work both collaboratively and independently.

We want them to show **RESPECT**; to be thoughtful and kind citizens who support each other, members of our school and local community.

Our motto, **Ad Astra**, to reach for the stars, represents the high expectations that we have for each member of our school community. Having dreams, goals, targets and a vision is an important driver to help keep us all motivated and make the learning journey purposeful and exciting. We want excellence in everything and we support and encourage everyone to be the best they can be in all that they do.





Who We Are

- › We are a 11-16 comprehensive school
- › We are a 7 form entry, 210 PAN
- › We are central to Redhill and have great access from the train station, easily accessible to the coast and London
- › We are in SESSET along with The Ashcombe School and Therfield School
- › Our last Ofsted Inspection was rated 'Good' in May 2023
- › Our students make good progress and we continue to work hard to ensure their outcomes continue to improve

“Pupils are proud of their school. They know that the staff work very hard to support them”
(Ofsted 2023)

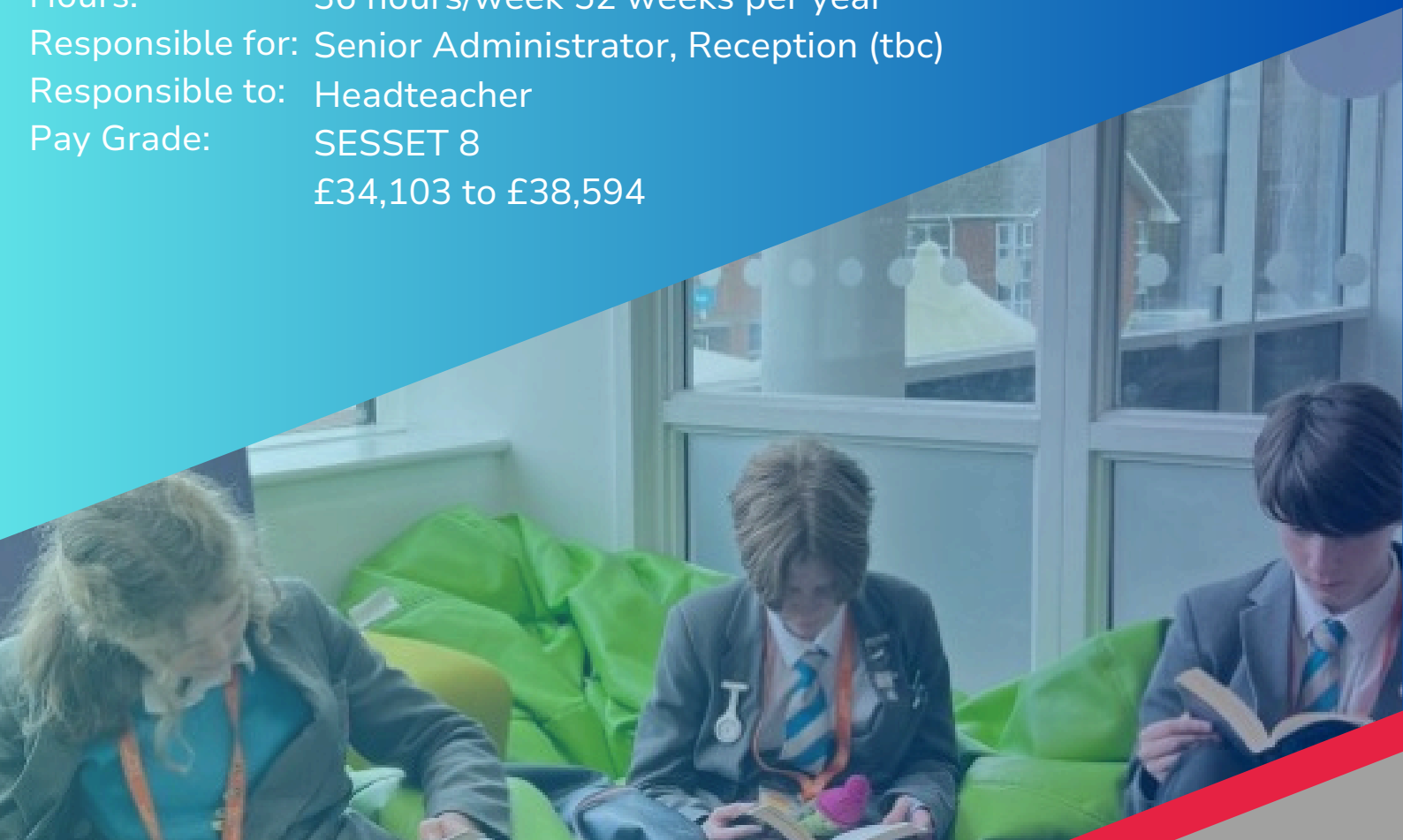
The Role

The Operations Officer is integral in leading and supporting the running and day to day business of the school. The successful candidate will need to be able to multi-task, make high level decisions and work innovatively under pressure. Keeping everything working in a highly professional and fast moving environment will be key to ensuring the quality of service we provide to our families and support for teaching staff is first class.

This role will work as part of the Operations Team, comprised of the Business and Finance Manager, PA to the Headteacher and HR Manager. There is expected to be some overlap in order to be able to manage all areas of the school and provide support for each other, as necessary.

If you would like to visit the school or meet with the Headteacher to discuss the role further please feel free to contact us to arrange a convenient time.

Job Title: Operations Officer
Hours: 36 hours/week 52 weeks per year
Responsible for: Senior Administrator, Reception (tbc)
Responsible to: Headteacher
Pay Grade: SESSET 8
£34,103 to £38,594



Benefits

- > Strong Induction Programme
- > Great CPD and training opportunities for all staff
- > Two-week October half term
- > Opportunities to **accompany visits locally, nationally and internationally**, such as skiing in Italy, hiking in Morocco and community project work in Uganda
- > Modern, spacious & well-equipped staff room, teaching & meeting rooms
- > On-site parking
- > Confidential membership of Smart Clinic, our employee support service that covers legal, health, financial and lifestyle support for all staff
- > Annual pay progression within your pay grade
- > Laptops for staff where it will support their work
- > Start the day with free morning porridge!
- > Complimentary refreshments when attending evening events such as Parent-Teacher meetings and Open Evening
- > London Fringe Allowance
- > Annual flu vaccinations
- > Paid lunch duties available

Our people really are what sets us apart, with a warm and positive culture that challenges and supports us to be our best every day.

Our holistic approach is evident in our innovative Excellence Programme designed to provide cultural capital, a beautiful Ecology Area that stretches alongside the Earlswood brook where we run our Forest School, and extensive enrichment opportunities.

Role Description

The Role

To provide high level operational services to the school to ensure its smooth running on a day to day, but also with a longer-term vision.

Key Accountabilities

To support and provide assistance to the Finance Team and Headteacher enabling them to effectively lead and manage the day to day running of the school.

Main Responsibilities

- To oversee the main school / enrichment calendar for lettings and whole school events ensuring the right staffing and cleaning is in place
- To liaise with staff across the school and external contacts as required
- To take telephone messages and respond to emails on behalf of the Headteacher as necessary
- To refer urgent issues to the Headteacher, arrange meetings and reply to requests for information
- To strategically have oversight of fire, security and health & safety aspects of the school including appropriate and statutory drills
- To oversee and manage the smooth and effective running of the reception providing appropriate cover and training for staff as required to ensure a high-quality service.
- To run the Duty ambassador training and scheduling with the Heads of Year
- To be part of the First Aid team and ensure staff are appropriately trained and updated on aspects of first aid. To report to Oshens and Governors on administered first aid.
- To meet and greet visitors and provide refreshments when necessary
- To lead on projects for school improvement and development as necessary

- To oversee aspects of finance when there is absence or gaps in skills to ensure effective financial systems are in place and can be supported during peak times
- To have an understanding of end of month accounting to support absence and give extra support as required
- To initiate and foster good links with the local community, working closely with members of staff to ensure that the reputation and perception of the school is maintained and enhanced in the local area
- Maintaining a positive image of the school in the local area/community
- To maintain and manage the website and communications via our social media site

Marketing & Public Relations

- Create and implement the whole school marketing strategy
- Assume responsibility, with the Senior Administrator, for the implementation of all marketing in line with the strategy
- To work with the Senior Administrator to support the promotion of the school to different audiences and raise the profile within the LA and local community
- Initiate collaborative working within the local community and beyond
- Working with the school office, reception and support staff to ensure that all marketing with parents is well presented and consistent with the school brand image and guidelines



Role Description Continued

Line Management

- Develop and implement a dynamic and engaging whole school digital and physical strategy for promotion and advertising
- Develop and implement a social media strategy and manage the school's presence on networking and social media sites
- Engage with all staff in order to be able to market successfully all aspects of the school's activities
- Work closely with Subject Leaders/teachers across the school to promote engaging social media and new publications
- To coordinate work outside professionals and assume responsibility for the design and production of all printed and digital promotional materials e.g. school prospectus, staff & student planners
- Create and implement an annual schedule of advertisement in line with the school calendar
- Update external school directories and website listings
- To develop and implement a dynamic and accurate content for use on the school website, social media channels and inclusion in 'termly' newsletters
- To co-ordinate photography/video of school activities and events for communication purposes
- Ensure all marketing activities are aligned with the school's key values and vision
- Ensuring that all school online presence is legal in the widest sense in line with the safeguarding of students and in the interests of data protection (GDPR)
- To undertake performance management of staff and have line management meetings as required.
- To cover team absences when required and support team members with workloads to meet deadlines
- To organise Inset Days for the team: meetings, team training/work shadowing
- To ensure all maintenance checks and statutory health and safety duties are logged and undertaken on an annual basis, reporting to governors and other stakeholders as required.
- To liaise with the HR Manager and PA regarding the rota for holiday working within the team and reception cover as needed

Professional Responsibilities

- To undertake admin tasks as required including cover for reception
- Maintain a file of all school policies linked to area of responsibility, advising the headteacher when they are due for review and/or are due to be updated due to changes in legislation/guidance
- To maintain a tidy and professional working environment
- To maintain efficient systems
- To carry out the above duties in accordance with the School's Policies and Guidelines
- Supporting and encouraging the school's ethos and its objectives, policies and procedures
- Attend meetings and school events as required
- Participate in school emergencies as required, including co-ordinating arrangements, locating students and staff, providing contact details and completing necessary documentation
- Liaise with professional bodies, outside agencies, other schools and organisations etc, and attend to queries as required by the headteacher
- To provide high quality professional hospitality for visitors to the school
- To recognise and work on the understanding that all individuals have a responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or come into contact with
- Ensure all tasks are carried out with due regard to Health and Safety
- Undertake appropriate professional development
- To support with invigilation, duties, referral and / or cover as required



Role Description Continued

Lettings (Interim)

- To work with the Leader of Lettings to create and run a marketing programme to ensure the school and their facilities are promoted in the local community
- To support and collaborate with the operations team to organise and co-ordinate tours and information for hirers, maintaining a record and following up enquiries to maximise letting enquires & bookings
- Initiate and foster good links with the local community to continue to promote the reputation and perception of the school to maximise letting income
- Working closely with members of the finance team to ensure invoices and payments are processed once lettings have been agreed
- Liaising directly with the site team advising them on proposed bookings and requirements of hirers in timely manner
- Ensuring all policies and processes are adhered to in terms of the Lettings and Health & Safety requirements



Person Specification

The successful candidate will need

Qualifications & Training

- **Degree level education***
- Must have financial and project based experience and / or experience of working in a school

Experience

- To manage own workload
- To complete tasks to deadlines
- Ability to work on several different projects/ areas at the same time
- Experience using first rate IT skills in all MS Office applications
- **To have worked in an administration environment and/or school/college environment***
- Experience of working in a dynamic and challenging environment
- **To have managed staff***
- **To have experience dealing with confidential matters***
- **To have used a management information system (MIS) within an educational setting or equivalent***

Skills & Abilities

- To manage and maintain the integrity and confidentiality of all school matters
- To communicate clearly and concisely both orally and in writing (High standard of verbal and written communication skills)
- To interact with others in a positive way (effective interpersonal skills working with a range of internal and external stakeholders)

- Time management and planning skills to prioritise workload and balance conflicting demands to meet strict deadlines
- To work with a high degree of accuracy
- To work well under pressure
- To work flexibly
- To work without close supervision
- To work well both as part of a team and independently, demonstrating initiative (regularly review own (and team's) work and take the initiative to suggest ideas to make improvements)
- To follow relevant policies, procedures and regulation to complete work
- To adapt quickly to changes to regulations and processes
- To deal with enquiries in a professional and sensitive manner
- To handle challenging conversations with confidence and sensitivity
- To work in a confidential manner and observe and adhere to data protection regulations – e.g. Data Protection Act 2018 and General Data Protection Regulation (GDPR)
- To commit to safeguarding and promoting the welfare of young people
- To undertake relevant training and development opportunities

Closing date for applications is
Thursday 4 July 2024
at midday

For an informal discussion about the role please contact the HR Manager,
Karen Ehren 01737 764356 ext 208
kehren@carringtonschool.org





Visit our website for more information about our school and to download an application form



www.carringtonschool.org

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