

# BOW SCHOOL



We are seeking a proactive, highly organised, and enthusiastic Operations Assistant to join our dedicated team at Bow School. This is a fantastic opportunity for someone looking to play a vital role in the smooth running of our school's operational and administrative functions.

The Operations Assistant will support the day-to-day activities of the Operations Manager and the Finance Officer, contributing to the effective coordination of key operational areas including:

- Facilities Management: Supporting the upkeep of a safe and well-maintained school environment.
- Data Administration: Helping with data entry, reporting, and supporting the administration of exams.
- Finance Support: Assisting with finance tasks such as processing invoices and maintaining records.

You will be central to ensuring that the school's operational systems are efficient, compliant, and responsive to the needs of students and staff.

We are looking for someone who is well-organised and detail-orientated, who is a confident communicator with strong interpersonal skills, able to work both independently and as part of a team, comfortable using administrative and IT systems and flexible, with a can-do attitude and a commitment to supporting the school community. Previous experience in a school setting is desirable but not essential. *Bow School is committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment.*

*This post is subject to an Enhanced Disclosure and the successful applicant will be subject to relevant vetting checks before an offer of appointment is confirmed and will be subject to rechecking thereafter, as appropriate.*

### We Offer

- A well established and comprehensive mentor programme
- A strong personalised programme of professional development and coaching for teachers and support staff
- A strong community spirit
- Staff Wellbeing Programme
- Tech Scheme
- Cycle to Work Scheme
- Fitness Room

For an application pack, please contact [hr@bow-school.org.uk](mailto:hr@bow-school.org.uk) or visit our website [www.bow-school.org.uk](http://www.bow-school.org.uk) (Current Vacancies)