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**Information for applicants**

# **Operations Assistant**

**Closing date: 17<sup>th</sup> January 2020**



Winner: **School of the Year** | Silver Awards: **Teacher of the Year** | **Student of the Year**  
Pearson BTEC Awards 2019

# About Milton Abbey School

## Introduction from the Head

Milton Abbey School offers an outstanding range of traditional and vocational qualifications, chosen to inspire students and prepare them for adult life. Our focus is not only on what a student needs to learn, but on developing the attitudes and habits for lifelong success.

We are proud of our track record of enabling young people to gain the self-belief necessary to achieve. Known and appreciated as individuals, they make the most of our glorious countryside setting, build lasting friendships and enjoy a full programme of evening and weekend activities.

Our small size, exceptional pastoral care and great partnership with parents mean that we quickly gain exceptional knowledge of our students, working with each to set ambitious targets.

Throughout their time here, our students benefit from the support, inspiration, challenge and encouragement of an extraordinary team of teaching, boarding and support staff, dedicated to enabling each pupil to achieve 'personal bests', in and beyond the classroom. I am delighted that you are considering joining our team.

**Judith Fremont-Barnes** | Head

## Testimonials

“I love working here. I have the freedom and creativity to keep exploring and becoming more passionate about my subject, which helps me pass that passion on to my pupils.” | **Milton Abbey School teacher**

“I’m so glad we chose Milton Abbey. Every pupil is treated as an individual, strengths are recognised and celebrated, and the dedication should by staff is exemplary.” | **Parents of a Sixth Form student**

“It’s a small school, so everyone knows everyone. We get a lot of help from staff with our studies and with our personal lives. It feels like a tight family bond.” | **Sixth Form student**

“Milton Abbey has been the making of our son. From the teachers, to the Boarding House team, and the friends he has made for life. It truly is a fantastic school.” | **Parents of a Lower School pupil**

## Operations Assistant

### **Our location and facilities**

The School lies in a secluded wooded valley, halfway between the towns of Blandford and Dorchester. It occupies the site of a former Benedictine Monastery, founded over 1,000 years ago. The two remaining Monastery buildings are used daily by the School – the Abbey for regular services and musical performances and the Abbot's Hall as our dining hall.

Our expansive natural surroundings mean the School boasts a large farm and stables used for vocational learning, a nine-hole golf course, impressive grass pitches for a variety of sports, and plenty of inspiring outdoor space to run lessons, be active, or to relax.

Other buildings and facilities are on par with much larger schools, due to the wide variety of subjects on offer at the school. They include classrooms, laboratories and workshops to teach a full spectrum of academic and vocational subjects, a large library in a converted ballroom, specialist rooms for teaching Creative Media, Art, Fashion Design and Music courses, and a 370-seat theatre. Indoor sports facilities include a 25-metre swimming pool, golf simulator, gymnasium and sports hall. Staff are able to use these facilities as a benefit of working at the School.

### **Our management structure and ethos**

The School is run by the Head, supported by a Senior Deputy Head and three Deputy Heads responsible for the Academic, Co-Curricular and Pastoral elements of the School. We have an overall staff of around 120 people, some of whom work flexibly to meet the needs of the school at different times of the year. We are deliberately small, with around 225 pupils.

All staff appointed are expected to contribute to the pastoral and nurturing ethos of the school, supporting a full and busy sports and activities programme. All candidates for any roles are encouraged to celebrate their conventional, and unconventional, interests on their application. Appointments will be made subject to a full DBS check and the receipt of satisfactory references.

# Operations Assistant

We are seeking to appoint a **School Operations Assistant** within the school's, friendly but very busy operations department. Full details are available on the school website and in brief:

**School Operations Assistant** – to provide efficient support to our diverse operations team that includes Grounds, Catering, Estates, Transport and Housekeeping. Duties will include pupil transport bookings, stationery stock control and Reception cover during school holidays.

## Job Description

<b>POST TITLE:</b>	Operations Assistant
<b>DEPARTMENT:</b>	Operations
<b>JOB PURPOSE:</b>	To support the smooth running of the school operations team
<b>RESPONSIBLE TO:</b>	Estates and Operations Manager

Specific responsibilities include the following, although this list is by no means exhaustive:

### Duties and Responsibilities

#### Pupil Services

- Organise pupil transport bookings for Exeat/Half Term Bus/Heathrow routes;
- Organise pupil taxi bookings throughout the term;
- Administration of pupil access wristbands;
- Issue and subsequent recharging of pupil stationery;

#### Other Duties

- Management of incoming and outgoing post and parcel deliveries;
- Manage the school's central stationery and paper stocks;
- Reception Desk cover during school holidays;
- General administrative support to the area of school operations.

#### General

- All staff may be asked to undertake other duties which may, from time to time, be reasonably requested by the Head;
- All staff are expected to promote and safeguard the welfare of children and young people, comply with the school's safeguarding policy and adhere to all other policies set out by the school;
- All staff must comply with the staff code of conduct, setting exemplary standards of behaviour, appearance and attitude.

The school reserves the right to vary or amend the administrative duties and responsibilities of the post holder at any time according to the needs of the School's business. The post holder will be required to undertake the other duties and responsibilities of a similar post in order to support workload peaks and skill shortages to ensure priorities are met. This will be sensitive to available resources and individual skills.

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### TERMS OF APPOINTMENT

The following provide guidance, without prejudice, on the likely main provisions of the Contract of Employment.

- Hours:** This is a full-time post ; year-round (52 weeks) 37.5 hours per week.
- Holidays:** The salary is inclusive of 5 weeks paid holiday (which includes payment for Bank Holidays). Public holidays falling when pupils are in School during term time are working days. Holidays must be taken during the normal School holidays and at times convenient to the School.
- Salary:** A competitive salary is offered to the successful candidate depending on experience and qualification at circa £17,800 per annum.
- Probation:** The position is subject to a six month probationary period, which may be extended.
- Pension:** The School complies with the its legal obligations in relation to the provision of access to a pension scheme and will automatically enrol the employee in a contributory pension scheme when required by law.
- Medical Fitness:** Any offer of employment will be conditional upon the appointee's fitness to carry out the role. New employees will be asked, following an offer of employment, to complete a questionnaire regarding medical fitness.
- Criminal Background Check (DBS):** As a School, Milton Abbey requires all new employees to complete an Enhanced level criminal background check through the Disclosure and Barring Service. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence.
- References:** In addition, all new employees are required to provide two satisfactory references, one of which should be from a previous employer. The School may

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also contact any previous employer, where the position has involved working with children or vulnerable adults.

### APPLICATIONS

Applications must be submitted on a Milton Abbey School application form with a covering letter. Your application can be supported by a CV. Applications annotated "see attached cv" will not be considered. Attention will need to be given by the candidates as to the way in which they expect to transfer their experience to date to this post in a school environment. Further details may be obtained from our website or from HR email [hr@miltonabbey.co.uk](mailto:hr@miltonabbey.co.uk) or telephone 01258 880484.

**Please address your letter to the Head and send the letter, cv and application form to:**

Miss Lynne Hughes  
HR Administrator

#### By post

Milton Abbey School  
Blandford Forum  
Dorset  
DT110BZ

#### Or by email

[hr@miltonabbey.co.uk](mailto:hr@miltonabbey.co.uk)

**Closing date for applications is noon on Friday 17<sup>th</sup> January 2020.** We will contact all applicants to either invite them to interview or advise them that on this occasion their application will not be taken further.

### Interview

Candidates invited to interview should bring the following original documents. Please note photocopies or certified copies are not sufficient:

- Two forms of original identification, ie current photocard driving licence, passport or a full birth certificate.
- Proof of address documentation, ie a utility bill or financial statement issued within the last three months showing current name and address.
- Where appropriate, any documentation evidencing a change of name. If providing a birth certificate and your name has changed since birth, you must also provide documentation, eg. marriage certificate, to confirm change of name.

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- Where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK.

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.