JOB DESCRIPTION

POST TITLE:	School Operations Coordinator
GRADE:	Harmonised Salary Scale Point 24-27
WORK ARRANGEMENTS:	37 hours per week/52 weeks per year It is expected that from time to time these hours will be exceeded as reasonably necessary for the proper performance of the duties and responsibilities of the post.
RESPONSIBLE TO:	Director of School

Position Summary

The School Operations Coordinator is responsible for leading, coordinating, and developing the administrative support function within the school. The postholder ensures consistency, efficiency, and high standards across all curriculum administration, including the dedicated coordination of English and Maths administrative processes. They provide proactive, high level administrative and PA support to the Director of School while ensuring teaching staff are fully supported and protected from unnecessary administrative workload.

A key part of the role is to proactively analyse curriculum reports and data, identifying patterns, concerns, and priorities, and presenting these clearly to the Director to support informed decision making and timely intervention.

This role plays a crucial part in creating a well organised, efficient environment where teachers can focus on teaching and learners receive outstanding service.

Main Duties and Responsibilities

1. Coordination of Administrative Duties

- Coordinate the work of Curriculum Administrators and administrative assistants within the school.
- Ensure administrative processes are consistent, efficient, and aligned across all curriculum areas.
- Provide coaching, training, and day-to-day guidance to admin staff.

2. High-Level Administrative & PA Support to Director of School

- Provide comprehensive diary management and meeting coordination.
- Take meeting notes and actions and distribute timely.
- Prepare briefings, reports, correspondence, and documentation on behalf of the Director.
- Act as a key communication link between the Director, curriculum managers, and wider staff.
- Handle confidential information with discretion and professionalism, in line with college policy and procedures.

- Maintain oversight of external school expenditure, providing essential administrative support to the Finance Department to ensure the accurate and timely processing of all outward payments.
- Be the main contact for all communication between external partners, planning meetings etc and ensure the Director of School is fully prepared for important meetings and events
- Support the Director with strategic projects and operational oversight.

3. Oversight of Curriculum Administration Processes

- Ensure effective systems exist for printing, copying, stationery, purchase orders, and resource management across the school.
- Lead on timetable administration within the school, overseeing adjustments, communication, and accuracy.
- Oversee attendance administration including reports, chasing, and parental engagement processes.
- Ensure robust archiving and data-handling systems comply with GDPR and college policies.
- Maintain asset registers.

4. Student & Parent Engagement Support

- Oversee the organisation of student interviews, events, open evenings, and curriculum showcases for the school.
- Ensure admin staff provide strong front-line service to students.
- Coordinate parental communication processes across the school, especially linked to attendance.
- Support pastoral and curriculum managers to ensure accurate and timely communication with families.

5. Event, Trip & Activity Coordination

- Lead administration for school-wide events in collaboration with curriculum managers and directors.
- Ensure risk assessments, consent forms, and approval processes are followed.
- Coordinate staff timetables and room allocations linked to events and school activities.

6. Data, Systems & Reporting

- Oversee accurate data maintenance in MIS systems, including timetabling, attendance, and curriculum records.
- Support senior leaders by preparing reports, dashboards, and updates as required.
- Support admin functions during audits and quality reviews.
- To assist the College in ensuring data protection guidelines and procedures are followed.
- Analyse attendance, punctuality, achievement, retention, and curriculum admin reports proactively, including focused tracking of English and Maths performance data.
- Identify trends, issues, risks, or priority areas for action and present these to the Director.

- Working alongside Business Information Systems (BIS) produce brief summaries or reports that help the Director make informed decisions.
- Work closely with curriculum and pastoral teams to ensure issues raised are followed up.

GENERAL

1. Work effectively as a team, listen, consult and work in partnership to shape the future success for our Group community.

2. Take an active role in the health, safety and welfare of students/apprentices and staff, ensuring attendance at all mandatory training and adhering to all policies and procedures.

3. Take responsibility for one's own professional development and continually update, as necessary, participating in appropriate staff development activities, as required, including the Professional Development Review.

4. Act as an ambassador for the Group, being positive and professional at all times.

5. Comply with all legislative and regulatory requirements.

6. Apply the Group's Safeguarding Policy and practices and attend all training as requested.

7. Comply with the Group's Equality, Diversity and Inclusion Policy, promoting an inclusive environment where every individual is treated with kindness and respect.

8. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

9. Take responsibility for keeping personal data safe, ensuring compliance with the data protection policy and procedures and attending all mandatory training.

Person Specification

Post:	School Operations Coordinator	**Department:**	Engineering, Digital and Services to Business

Key Requirements:	**Essential/ Desirable**	**Assessed**
Qualifications:		
Level 2 or above in maths or English	**E**	**A**
Experience:		
Experience in administration with increasing responsibility.	**E**	**A/I**
Experience managing diaries, meetings, or providing PA-level support.	**E**	**A/I**
Experience in FE, schools, or other education settings.	**E**	**A/I**
Knowledge of MIS/timetabling/attendance systems.	**E**	**A/I**
Skills/Knowledge:		
Strong organisational and leadership skills.	**E**	**I**
Ability to coordinate and motivate a team.	**E**	**I**
Excellent communication and interpersonal skills.	**E**	**I**
High level of computer literacy (Microsoft Office, databases, MIS systems).	**E**	**I**
Ability to handle confidential and sensitive information.	**E**	**I**
Commitment to continuous improvement and reducing staff workload.	**E**	**I**
Awareness of safeguarding, GDPR, and FE compliance.	**D**	**I**
Other Requirements:		
Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.	**E**	**I**
Commitment to equality, diversity and inclusion.	**E**	**I**
Willingness to work flexibly and undertake CPD aligned to the evolving curriculum needs.	**E**	**I**

E = Essential **D = Desirable** **A = Application** **I = Interview** **T = Test**

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