



Operations Assistant

Do you stand out?

Closing Date: 17<sup>th</sup> December 2025



**Operations Assistant**  
**Full-time**  
**Reports to: Director of Operations**  
**Start Date: January 2026**

**Do you want a career that makes a difference to a Trust of Schools? Required as soon as possible, a fantastic opportunity has arisen for an enthusiastic, can-do attitude person to support our Operations team.**

### **Role Summary**

The Operations Assistant works alongside the Director of Operations and the Regional Operation Managers as part of the central team to manage the central Multi-Academy Trust services, setting priorities in-line with the Trust's strategy and school requirements.

This position is responsible for the smooth administration and operation of the key support services across all the Trust sites to ensure the local delivery of IT, procurement and site management.

The role requires a highly developed administrative and organisational skills, outstanding people skills, a passion for efficiency and an attention to detail.

The role is based at our office in Hammersmith, West London.

### **Time Commitment**

Full-time contract for 37.5 hours per week, 9am – 5.30pm, Monday to Friday Term Time Only plus Inset Days

**Reports to:** Director of Operations or the Regional Operations Manager

**Salary and Benefits** £25k per annum (£29,069FTE) with access to the local government pension scheme.

### **Rewards & Benefits**

People are at the heart of our success. We look for talented and ambitious individuals who share our vision for creating an exceptional schools, and are committed to ensuring that every child has access to the best possible education. We have developed a positive and supportive staff culture at the Knowledge Schools Trust and we invest in our staff with support, coaching and mentoring as well as external training programmes.

We offer:

- Local Government Pension Scheme
- Cycle to Work Scheme
- Complimentary tea and coffee
- Employee counselling
- Season ticket travel loan

The closing date for applications is 23.59 on **Wednesday 17<sup>th</sup> December 2025** although candidates are encouraged to apply as soon as possible. The Trust reserves the right to commence or complete the interview process at any time prior to the closing date.

Interviews will be held as soon as possible on receipt of application

Please apply here: <https://recruit.sampeople.co.uk/Jobboard/Applications/Apply?campaignref=SCH-KST-0010&applicationId>

Please note that **CVs alone** will not be considered due to the School's Safer Recruitment Policy.

## **Equal Opportunities**

The Knowledge Schools Trust is an equal opportunities employer. The Trust is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The Knowledge Schools Trust is fully committed to the principles of equal opportunity, diversity and inclusion. We want to attract and retain the very best staff in all areas of the Trust, ensuring our staff body reflects the diversity of our students and local community