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ILKLEY GRAMMAR SCHOOL

A MOORLANDS LEARNING TRUST ACADEMY

**FURTHER
PARTICULARS FOR
THE POST OF:**

**OPERATIONS
ADMINISTRATOR**

NOVEMBER 2023

Ilkley Grammar School
Operations Administrator
Scale Pay Point 5 (Range 5-6))
Actual Annual Salary: £9,784.55 - £10,129.02 (Pay award pending)
(FTE £21,575 -£21,968)
Pattern of hours will be 20 hours each week
10:00 to 14:00 -Term time only
Due to the nature of the role, occasional flexibility may be required to attend after school
and evening events

Thank you for requesting details for the post of Operations Administrator. We are looking for a colleague to join our administration team at this successful, oversubscribed comprehensive Academy.

The successful applicant will be personable, friendly, enthusiastic, and willing to learn. He/she will also have high expectations and an unwavering commitment to all staff, students, and stakeholders.

This is an exciting time in the school's development. In July 2022 it was announced that IGS has been selected for the next phase of the national Schools Rebuilding Programme and will receive substantial capital investment to rebuild and /or refurbish parts of the school. This will have a transformative impact on the learning environment at IGS and will substantially reduce our carbon footprint.

We deeply care for our staff as well as our students and take their wellbeing seriously, engaging regularly and meaningfully with all colleagues. We have a strong associate staff team employed across student support and pastoral roles, administration, premises management, IT support, finance, catering and operational management. We are sensitive about the importance of managing staff workload. All staff have access to an Employee Assistance Programme, and we have an embedded schedule of extra-curricular, voluntary 'Wellbeing Wednesday' sessions for staff to access across the school year. The school closes earlier for students on Wednesdays to accommodate these sessions as well as to facilitate whole school and departmental staff development and training.

Despite our considerable success, we are not complacent and the commitment to our Personal Best values and our motto "Growing in Wisdom and Stature" means that we continue to drive school improvement to further raise standards. It is important to us that students are equipped with the confidence, skills and personal qualities to make a positive difference to their own lives and to that of others. We can guarantee high-quality support in the role, committed and effective colleagues, well-motivated and aspirational students, opportunities for partnership working and a very supportive community. In return, we will expect a positive and enthusiastic approach, an unwavering commitment to our Personal Best values and a passion for working with young people to make a positive difference to their lives.

If you are inspired by this opportunity and have the qualities to contribute to our high-quality provision, then we would be delighted to hear from you.

How to Apply

As part of your online application in the Personal Statement section (no more than 2 sides of A4) please explain:

How your skills, qualities and experiences make you a suitable candidate for this post.

Closing date for applications: **8am on Thursday 17th November**

Provisional interview date: **Week commencing 20th November**

WE RESERVE THE RIGHT TO CLOSE THIS VACANCY EARLY SHOULD THERE BE A HIGH VOLUME OF INTEREST IN THE ROLE.

If you do not receive an invite to interview by 20th November, we regret your application will have been unsuccessful on this occasion, but we wish you every success in your future career.

Thank you again for your interest in our school.



Carly Purnell
Headteacher

PRIME OBJECTIVE OF THE POST

To support operational activities within school across a range of disciplines that will include operations, events/lettings, and the potential to get involved with HR activities when necessary. To contribute to the administrations function such that a comprehensive, effective, and professional service is provided to staff, students, parents, visitors, and the school. Working cooperatively as part of the Associate Staff team to facilitate a high level of support to help meet the school's strategic objectives.

RESPONSIBLE TO THE EVENTS & LETTINGS MANAGER:

Key accountability:

- Administration for Events & Lettings, Finance and HR, supporting these areas at key points in the school year.

Operational accountabilities:

- To support the coordination of operational requirements for events ensuring a comprehensive and professional approach;
- Support the Events & Lettings Manager in maintaining the room booking system, liaising with colleagues to co-ordinate Events booking and curriculum requirements.
- Supporting with the organisational requirements for Parents Evenings/ Open Evenings and similar events, liaising with colleagues as required
- Supporting with the administration of lettings bookings; liaising with lettings customers.
- In the event of staff absence be able to provide cover at the school's reception desk, as and when required, ensuring a professional and welcoming environment, including being the first back-up for incoming phone calls
- Liaison with other Associate Staff Teams, as appropriate

Financial accountabilities:

- To support in providing accurate and efficient finance administrative support to the Finance Officer
- Support the Finance Officer by responding to queries regarding the use of Parentpay
- Support the Finance Officer in monitoring and chasing overdue payments on Parentpay
- Coordinate weekly letters and emails chasing overdrawn dinner money accounts and following a set process in the management of this area

Other accountabilities:

- Administrative support for the schools HR function as required
- Additional projects as required within the Finance Team
- Additional projects as required within the Operations Team

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required, for example Fire Marshall
- To support, uphold and contribute to the development of the Academy's Equality policies and practices in respect of both employment issues and the delivery of services to the community.

General Accountabilities

- Demonstrate and reinforce the 6 IGS Personal Best values of **Pride, Respect, Courage, Responsibility, Kindness, and Resilience.**
- Be aware of the school's duty of care in relation to staff, students and visitors and to comply with the health and safety policy at all times;
- establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and other professionals of the school;
- be aware of and comply with the code of conduct, regulations and policies of the school;
- develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated in order to support school development.

VARIATION IN ROLE

Given the dynamic nature of the role and structure of Ilkley Grammar School as an Academy, it must be accepted that, as the Academy's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

Recruitment and Selection Policy Statement

The Academy's Board of Governors is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

As with most associate staff roles, this post is subject to the satisfactory completion of a six-month probationary period.

Agreed by:

Post Holder:

Print name.....

Signature.....

Line Manager:

Print Name

.....

Signature.....

Date:

PERSONNEL SPECIFICATION
Operations Administrator

Qualifications	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> GCSE grade C or equivalent in English, Maths	E	Application form and selection process
<input type="checkbox"/> Relevant professional development over the last two years	E	
<input type="checkbox"/> An understanding of child protection, health, safety and security	D	
<input type="checkbox"/> First Aid at work qualification or the expectation that the qualification will be required (training will be provided, if necessary)	D	
Experience	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Some experience of secondary school-age children	D	Application form and selection process
<input type="checkbox"/> Substantial administration experience	E	
<input type="checkbox"/> Experience of working in finance	D	
<input type="checkbox"/> Evidence of the ability to work cooperatively with multi-disciplinary professionals, governors and other agencies	E	
<input type="checkbox"/> Experience of working in a high-pressured environment	E	
<input type="checkbox"/> Experience of managing own workload to meet conflicting demands and deadlines to ensure completion of tasks	E	
<input type="checkbox"/> Presenting yourself effectively	E	
<input type="checkbox"/> Ability to build and maintain effective working relationships with a wide variety of people and organisations	E	
<input type="checkbox"/> Experience of working in a school-based environment	D	
<input type="checkbox"/> Experience of managing events	D	
<input type="checkbox"/> Understanding of the operational and reputational risks involved in running successful events	D	
Training	Essential/ Desirable E/D	
<input type="checkbox"/> Willingness to participate in CPD	E	Application and selection process
<input type="checkbox"/> Evidence of relevant CPD	E	
<input type="checkbox"/> Fire Marshall trained/or will undertake training within first two weeks of employment	E	
Skills	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Able to understand and carry out instructions	E	Application form and selection process
<input type="checkbox"/> Confidentiality and discretion	E	
<input type="checkbox"/> Able to think logically and calmly when under pressure.	E	
<input type="checkbox"/> Able to keep accurate & appropriate records	E	
<input type="checkbox"/> Able to use initiative within school policies and practices	E	
<input type="checkbox"/> Good standard of written and spoken English	E	
<input type="checkbox"/> Proven ability to use ICT in the organisation and management of their role	E	
<input type="checkbox"/> Good numeracy skills	E	
<input type="checkbox"/> Able to act in an understanding and patient manner whilst remaining firm and fair	E	
<input type="checkbox"/> Able to take initiative and to work independently	E	
<input type="checkbox"/> Good interpersonal skills and confident communicator	E	

<input type="checkbox"/> Good problem solver	E	
<input type="checkbox"/> Evidence of the ability to promote a positive ethos and pride in the school together with high standards of education, care and behaviour	E	
Professional Qualities	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Abide by the school's policies	E	Application form and selection process
<input type="checkbox"/> 'Can do' attitude	E	
<input type="checkbox"/> Teamwork/collaboration	E	
<input type="checkbox"/> Emotional intelligence	E	
<input type="checkbox"/> Professional appearance	E	
<input type="checkbox"/> Sense of humour and perspective	E	
Equal Opportunities	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	E	Selection process
<input type="checkbox"/> Commitment to equal opportunities policies relating to gender, race and disability in an educational context	E	
Circumstances - Personal	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Will not require holiday leave during term time.	E	
<input type="checkbox"/> Must be legally entitled to work in the UK (Asylum and Immigration Act 1996).	E	Selection process and completion of an Enhanced DBS disclosure
<input type="checkbox"/> No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required).	E	
<input type="checkbox"/> If driving is a feature of this post – must be licensed and appropriately insured (e.g., business use).	E	
Safeguarding	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Has appropriate motivation to work with children and young people, and can relate to them	E	Completion of an Enhanced DBS disclosure
<input type="checkbox"/> Ability to maintain appropriate relationships and personal boundaries with children and young people	E	
<input type="checkbox"/> Displays commitment to the protection and safeguarding of children and young people	E	
<input type="checkbox"/> Has up to date knowledge of relevant legislation and guidance in relation to working with young people	E	