



THE  
**MARIST**  
**SCHOOL**  
ASCOT

**Job Title:** Operations Assistant  
**Reporting to:** Director of Operations  
**Job Purpose:** Provide operational support to the School  
**Status of Job:** Permanent, Full Time, All Year Round

### **Key Duties & Responsibilities**

#### **Operations Duties**

- Administer the policy review process
- Support contractor management, including vetting
- Administer day-to-day procedures of Human Resources, including pre-employment vetting
- Support the Data Protection function
- Support cover management as part of the cover team
- Support the lettings function, including vetting
- Recruit and manage Sixth Formers to supervise Homework Club
- Update training, statutory forms and policy acknowledgement with whole staff
- Provide absence cover for Rosary Reception, Student Services and Prep Reception
- Support the recruitment lifecycle and on-boarding of new staff members, including scheduling interview and assessment days
- Maintain the SCR and personnel records in compliance with regulatory standards
- Track and monitor staff absence

#### **Other Administration Duties**

- Any other duties as may be required by the Principal or Executive Team from time to time in support of the overall activities and smooth running of the School.
- Undertake any training considered appropriate for the better performance of the job.

**This job description is representative and not necessarily a comprehensive definition of the post. Other reasonable duties may be allocated from time to time commensurate with the general character of this post and its scale point.**

*Feet on the ground. Reaching for the stars.*

## Person Specification

Category	Detail	Essential/Desirable
Qualifications and knowledge	Educated to degree level	Essential
	Training in HR processes	Desirable
	Training in UK Data Protection Law	Desirable
	Training in safeguarding in education, especially safer recruitment practices	Desirable
Experience	Competent user of Microsoft	Essential
	Experience in HR administration, including recruitment	Desirable
	Experience in school office support	Desirable
	Experience in facility management or compliance	Desirable
Skills and abilities	Adept at acquiring new IT skills i.e. operation of new platforms	Essential
	Excellent written and verbal communication	Essential
	Confident in liaising with external stakeholders	Essential
	Strong organisational skills	Essential
	High attention to detail	Essential
	Discretion	Essential
Personal attributes	Treat people fairly, equitably and with respect	Essential
	Good people skills both 1-1 and in a team setting	Essential
	High expectations of themselves and others	Essential
	Commitment to the ethos of Catholic girls' education	Essential

### Safeguarding and Child Protection

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection and Safeguarding Policy at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns to the School's Designated Safeguard Lead (DSL) or to one of the Deputy DSLs. All Marist staff must have an enhanced DBS disclosure.

### Policies

All staff are expected to read and abide by the requirements of the School's policies and risk assessments which are found in the Policies & Risk Assessment Team.

### Health and Safety

In accordance with the provisions of the Health and Safety at Work Act 1974 it is the responsibility of the post holder to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and to co-operate with the Bursar, Operations Manager, Principal and Governors to enable them to perform or comply with their duties under statutory health and safety provision.

### Appraisal

The post holder will be part of the school's appraisal scheme and will have agreed objectives for each year of service. Their Line Manager will monitor and review performance.

### Professional Development

The School will support the continuing professional development of all staff. Staff are responsible for their own continuous professional development and must participate fully in training and development opportunities identified by the School.

**Data Protection**

The Marist School processes information about its current, past or prospective employees, applicants, current, past and prospective pupils; and their parents, carers or guardians and others who are defined as data subjects under UK Data Protection law.

Anyone who works for, or acts on behalf of, the school (including staff, volunteers, governors and service providers) should also be aware of and comply with the school's Data Protection Policy, which also provides information about how personal data about those individuals will be used.

The School takes the protection of all personal information extremely seriously and is committed to a policy of protecting the rights and freedoms of individuals with respect to the processing of their personal information.

**Review and Amendment**

This job description will be reviewed regularly and may be subject to modification and amendment from time to time.