



POST:	OPERATIONS ASSISTANT	DATE: Sept 26
REPORTING TO:	HET Business Support Manager	
LOCATION:	ALTRINCHAM GRAMMAR SCHOOL FOR BOYS This post requires the ability to travel when required and to work directly with other Schools in the Trust.	
DISCLOSURE LEVEL:	ENHANCED DBS	

Job Purpose:

To provide comprehensive administrative, data management, examinations, cover coordination, and operational support to ensure the smooth and efficient running of the school. The role supports teaching staff, senior leaders, and whole-school systems including assessment, cover, reprographics, events, and examinations.

The post holder will be able to harness all opportunities to create a climate of success and achievement for all, in accordance with the values of The Hamblin Education Trust.

MAIN RESPONSIBILITIES	
Cover Coordination:	• Arrange daily cover for absent teaching staff, including both planned and emergency absences. • Plan cover in advance for known staff absences. • Respond promptly to short-notice absence notifications. • Liaise closely with the Senior Leadership Team and HR regarding staff absence and cover requirements. • Ensure accurate recording and communication of cover arrangements.
Data Management & Reporting:	• Assist with the set up and maintenance of assessment data within the school MIS (Arbor). • Support the upload and management of pupil target data. • Collect, collate, and produce school progress reports in line with the assessment calendar. • Assist with uploading data from Arbor into SISRA and ALPS on a termly basis if needed. • Assist with the preparation of assessment and pastoral data for Heads of Year and Senior Leadership Team. • Send reminders to staff regarding data entry deadlines in line with the ARR calendar.

	Assist with the preparation of GCSE and A Level results data and analysis for senior leaders.
Learning resources	- Produce copying, collating, binding, and finishing of resources for staff. - Produce reports from Arbor for staff use. - Support staff in the use of reprographics and other school equipment. - Assist in training colleagues where appropriate on reprographics systems. - Produce ID badges for staff across the Trust and students, including Sixth Form badges and Sodexo cards. - Produce House Point certificates, Headmaster's Commendations, and other recognition materials in liaison with relevant staff.
Reprographics & technical support	- Operate and maintain multi-functional devices (photocopiers, printers, scanners). - Undertake basic maintenance and troubleshooting of reprographics equipment. - Liaise with external suppliers to resolve technical issues promptly. - Order stationery, printer consumables, and display materials as required. - Manage and update printer costings within PaperCut and produce usage reports. - Ensure reprographics services operate efficiently across the school.
Displays & Visual Environment	- Support design, production, and maintain displays around the school. - Work with teaching staff and senior leaders to improve the visual learning environment. - Proactively suggest ideas for new displays and presentation improvements.
Events & school admin	- Lead the organisation and delivery of awards evenings (GCSE and A Level), including invitations, attendance, certificates, and testimonials. - Coordinate the School Church Service. - Arrange school photographer visits. - Support the Assistant Head with Year 10 Work Experience organisation. - Produce Open Evening booklets, signage, and supporting materials. - Provide administrative support for whole-school events as required.
Examinations support	- Assist with examination administration as required. - Help arrange staff invigilators for examinations. - Support the setup and closure of exam rooms, including finding alternative spaces if required. - Check, distribute, and prepare examination papers. - Invigilate examinations when necessary. - Liaise with external exam support staff.
Safeguarding & compliance	To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as they arise.

	• Ensure compliance with school policies, including health and safety and copyright legislation. • Maintain confidentiality and data protection standards at all times. • Support the integrity and accuracy of all school data systems.
General Responsibilities:	• To use initiative in time management to organise own workload in order to meet deadlines. • To provide support for other administrative colleagues when required and to work professionally and effectively as part of a specific and wider staff team. • Be aware of and support equal opportunities for all. • To attend and participate in relevant meetings as required.
Behaviours	• To be a positive professional role model for all students. • Treat all students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to staff professional position. • Have regard for, and promote the need to, safeguard students' well-being, in accordance with statutory provisions and the schools' policy. • Engage actively in the school's performance management process. • Be flexible and willing to adapt to changing situations • Engage actively in the School's CPD program to develop skills and improve practice. • Help to identify own personal development needs.

Please note: This job description is designed to outline the main duties and responsibilities of the role – it is not intended to be an exhaustive list of all duties that may be required to be performed and may be reviewed in the future depending upon operational requirements and staffing levels.

Personal Specification:

	Essential	Desirable
Qualifications	• Equivalent of GCSE Grade C or above in English and Mathematics	• Experience of continuous development

Experience, Skills & Knowledge	• Good Organisations skills • Use of Microsoft Office, understanding of basic Office principles. • Excellent interpersonal and communication Skills.	• Experience working in a school environment
Personal Qualities	• Ability to work on own initiative and within a team. • Professional, tactful & sensitive. • Enjoys working with young people.	