



Preston Park are looking for a committed, outstanding Family Operations Officer to join our administrative team.

Preston Park Primary are seeking an outstanding Family Operations Officer to join our school administrative function and safeguarding team. As part of the role, the successful candidate will be responsible for the admissions process within the school and will be a designated safeguarding lead, working with families from the minute they 'step foot' into the school.

This role is term-time plus 1 week (to be worked during the summer period on admissions) and hours of work will be 8:10-4:00pm (30 mins unpaid lunch break), 5 days per week.

Responsibilities will include:

- Management of all aspect of student data including admissions and to act as first point of contact for staff, parents and Local Authority.
- To provide and manage administrative support in the administration of secondary school places and development of admission activities
- Support pupils in achieving their full academic potential
- Establish relationships with the wider community to improve and sustain admission numbers & form strong relationships with families
- Work proactively and positively with key staff to establish and maintain good admissions practice and impact positively on the admissions of children and young people to the school
- Welfare: To provide adequate medical supervision for students with specific medical needs throughout the day, liaising with parents and carers as appropriate
- To ensure that information in the school's publications are kept up to date and secure
- To contribute to the overall ethos, work and aims of the school.
- Be a deputy Designated Safeguarding Lead and work with the SLT in regards to child protection concerns

The Family Operations Officer role is varied and interesting with opportunities to further develop professional skills. Further details on the role are provided in the Job Description.

We are looking for an individual who can share the founding vision and ethos for Preston Park, (please visit the school and look on the school's website).

The successful candidate must be excited by the chance to contribute to Preston Park Primary and driven to do what it takes to succeed.

The individual should be:

- Computer literate and able to operate a range of basic resources and equipment, including computers and photocopiers.
- They must be able to absorb and understand a wide range of information and have the patience and ability to converse with parents and provide advice and information in accurate spoken English.
- Able to deal with confidential information sensitively and appropriately in line with school policies
- An awareness of current issues affecting children and young people
- Relevant experience of admissions process within an educational setting
- Previous experience of working with families and other professionals and agencies

Preston Park is a thriving three form entry, fully inclusive and diverse community school set in the heart of Wembley, Brent. At Preston Park we are proud to educate children from all over the world and strive to ensure that all children are 'Learning Today, Leading Tomorrow' for truly inspirational learning experiences. Teaching and learning is at the heart of everything we do at Preston Park. We are committed to ensuring that children achieve excellence, enjoy their time at school and develop into confident, resilient and independent learners. Our school is well resourced with rich indoor and outdoor learning environments comprising of bright classrooms, spacious playgrounds, wildlife nature reserve and a sensory quad area.

Preston Park are looking to become a recognised school leading on STEAM, Science, Technology, Engineering, Arts and Maths.

Visits to the school are welcomed, please contact the school office on the school number to arrange a visit.

Applications should be through the attached application form **(CV's will not be accepted)**, this is to ensure that the school adhere to safer recruitment practices and guidelines.

Closing date: ongoing until a successful candidate is appointed

Interview date: Candidates will be shortlisted and interviewed, as and when applications are received

Start Date: as soon as possible

Salary: Full time Equivalent Scale 6 (Point 18-22) £29,269.00 - £31,364.00 plus £2,175.00 **paid pro rata** (this is based on April 2023 pay scales as pay scales for April 2024 have not been agreed yet. Once agreed, any increases will be implemented accordingly).

Actual Pro Rata Salary: £26,382.00 - £28,271.00 plus £1,960.00 London weighting - (this is based on April 2023 pay scales as pay scales for April 2024 have not been agreed yet. Once agreed, any increases will be implemented accordingly).

Hours: 36 hours per week, 8:10-4:00pm (30-minute unpaid lunchbreak) Term time plus 1 week – to be worked during the summer period on admissions.

Brent Schools are committed to safeguarding and promoting the welfare of children.

Successful applicants will be required to undergo an enhanced DBS check. All successfully shortlisted candidates will be required to complete a pre-interview self-declaration form.