



## **JOB DESCRIPTION**

<b>Role:</b>	Operations Administrator
<b>Salary:</b>	NJC Grade 5 plus Crawley Weighting. Actual Salary: £23,126.
<b>Hours:</b>	Term Time Only (TTO) 37 hours per week
<b>Contract Type:</b>	Permanent

All duties will be expected to be carried out according to agreed School Policies and Procedures. Due regard will be given to appropriate confidentiality concerning school matters at all times.

<b>Reporting to:</b>	Senior Operations Officer
<b>Purpose:</b>	Extend the Leadership of the Headteacher. Create the <b>opportunity</b> and <b>capacity</b> for all members of the school community to learn. Embody the Christian ethos and underpinning elements of the school
<b>General:</b>	To be the day-to-day operations administrator to all functions, supporting the Senior Operations Officer. To be part of the administrative team supporting all administrative requirements in order to meet organisation needs, including support within Careers and First Aid Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
<b>General Administration, Events &amp; Whole-School Support:</b>	<ul style="list-style-type: none"><li>Provide efficient general administrative support across the school, including communications, reprographics, diary coordination, and support to senior leaders as required.</li><li>Support the organisation and administration of whole-school events, trips, and enrichment activities, including coordination, documentation, and follow-up.</li><li>Work collaboratively as part of the G100 admin team, responding flexibly to daily operational priorities and peak periods.</li><li>Maintain accurate records and information across school systems, ensuring compliance with data protection and school procedures.</li><li>Any other duties as required by the Executive Leadership Team</li></ul>



<b>Careers, Work Experience &amp; CEIAG:</b>	<ul style="list-style-type: none"> <li>Lead the administrative coordination of Work Experience programmes for Key Stages 4 and 5, including employer engagement, placement tracking, and monitoring arrangements.</li> <li>Provide administrative support across CEIAG, work-related learning, enterprise, and pathways, ensuring activities are well-organised and effectively recorded.</li> <li>Support the planning and delivery of careers events, employer workshops, trips, and transition activities, working closely with the Careers Lead and wider staff.</li> <li>Maintain high-quality careers communications and resources, including displays, newsletters, parent information, and digital platforms.</li> <li>Manage careers systems and data, becoming an expert user of Unifrog and Compass+, and supporting destination tracking, UCAS processes, and individual student careers records.</li> </ul>
<b>First Aid &amp; Student Welfare:</b>	<ul style="list-style-type: none"> <li>Provide First Aid assessment, treatment, and support in line with Emergency First Aid at Work training, responding to incidents and staff referrals throughout the school day.</li> <li>Act as First Aider when required, assessing student needs and taking appropriate action, including parent/carer contact and escalation to emergency services.</li> <li>Maintain accurate First Aid and medical records on the school MIS, including treatments, medication administration, and controlled drugs where applicable.</li> <li>Support the coordination and delivery of medical, vaccination, and health programmes in school, liaising with external health professionals as required.</li> <li>Provide appropriate First Aid and welfare support for vulnerable students, including those who self-harm, ensuring timely recording on CPOMS and communication in line with safeguarding procedures.</li> </ul>

Signed: ..... (Post Holder) Date: .....

Signed: ..... (Line Manager) Date: .....

The particular duties assigned to this post are set out above but should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the school. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.