



Uffculme Primary School are seeking to appoint an Operations Lead

- **BEP Grade E (NJC points 13-19)**
- **Starting Salary £26,743 (£29,064-£32,061 FTE)**
- **37 hours per week, term time plus 2 weeks (40 weeks pa)**

Uffculme Primary School is a popular and oversubscribed 7 class school set within a beautiful village in Devon. The school is part of the Blackdown Education Partnership.

The Role

We are looking for an Operations Lead to provide operational support at Uffculme Primary School to ensure the effective, compliant, and efficient day-to-day running of the school.

Key duties of the role will include responsibility for information management, communication systems, financial and resource administration, coordination with Trust and external services, event organisation, and supporting safeguarding, health and safety, and pupil welfare arrangements. The role requires flexibility to respond to operational needs as they arise, including contributing to pupil supervision and first aid provision when required.

Who we are looking for

The successful candidate will be a highly organised and proactive professional with strong administrative and operational expertise, capable of managing multiple priorities in a busy school environment. They will demonstrate excellent communication and interpersonal skills, confidence in using IT systems and digital platforms, and the ability to work collaboratively with colleagues, families, and Trust teams. Experience within an educational or similarly regulated setting is desirable, along with the adaptability and judgement required to respond effectively to changing demands and ensure statutory and organisational requirements are met.

What We Offer

- A supportive and inclusive school community with a strong focus on teamwork and wellbeing
- Access to Trust-wide professional development and training opportunities
- A varied and rewarding role at the heart of the school's operations
- Clear structures, support, and opportunities to develop skills
- A commitment to staff wellbeing and a positive work-life balance

To find out more and to apply, please visit <https://www.eteach.com/careers/primary-uffculmeschool/>

The closing date is 9.30am Monday 15th June; interviews to be held on Friday 19th June

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Any job offer is subject to satisfactory enhanced DBS clearance.