

Operations Officer



Aim High. Be Proud. Love Life.



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Welcome from our Headteacher

A very warm welcome to Walker Riverside Academy; a fantastic school of which I am extremely proud to be the Headteacher.

Thank you for your interest in the position of Operations Officer at Walker Riverside Academy. The Academy is an exciting and thriving 11-19 secondary school at the heart of its community in Walker, Newcastle upon Tyne.

Walker Riverside Academy serves the community of Walker in Newcastle upon Tyne and is an oversubscribed 11-19 secondary school with 1100 students on roll with that number predicted to increase in coming years.

We help our students to **aim high, be proud** and **love life**, in both their academic and career aspirations, supporting them at every step and guiding them upon options available. It is the daily embodiment of this ethos that makes Walker a truly special school community, with unique opportunities for involvement in the Combined Cadet Force, the TCAT Football Academy, and a growing post 16 partnership to deliver A-Levels at a local Trust partner school North East Futures UTC. The Academy has a curriculum with many unique aspects and a vision that students should be **Globally Aware, Culturally Aware, Self Aware** and **Life Ready with Ambition**. The four 'awares' are the cornerstones of the well considered curriculum intent. We want our students to be proud of both themselves and the school community they attend, whilst developing a love of Academy life. The investment in passionate pastoral and academic support for our young people ensures that we create an atmosphere in which we laugh and learn together. With all students being attached upon entry in Year 7 to one of three schools: Dobson, Grainger, or Stephenson, a sense of belonging and community is created from the outset.

At the heart of Walker Riverside Academy is its talented and dedicated staff. They are its most valuable asset, and they uphold ambitious educational standards which prepare all students for the next phase in their education and life and provide care, guidance, and support in a learning environment characterised by high standards of behaviour and mutual respect. Our Academy is always striving for brilliance and now is a fantastic time to become part of our Walker community, and our wider Tyne Coast Academy Trust.

Academy Life

For more information on Walker Riverside Academy please visit:

Website: www.wra.tynecoast.academy

Facebook: [@walkeracademy](https://www.facebook.com/walkeracademy)

Twitter: [@WalkerAcademy](https://twitter.com/WalkerAcademy)

A handwritten signature in black ink, appearing to read 'G Smith', written in a cursive style.

Mr G Smith
Head Teacher

Tyne Coast Academy Trust

Tyne Coast Academy Trust is an outward facing Trust with strong links to other successful Trusts in the region. We are currently made up of five schools, two primary schools, two secondary schools and a UTC. The Trust also benefits from being in the unique position of being sponsored by Tyne Coast College (comprising of South Tyneside College and TyneMet College), a world class college with a reputation for excellence.

Our Vision

To be an outstanding MAT, providing world-class education and training.

Our Mission

To provide the highest quality education and training, preparing young people for the future.

Our Values

As an employer and a learning organisation, we will:

- Aim to be excellent in all that we do;
- Celebrate diversity and the rights of others;
- Act with integrity - fairly, openly and transparently; and
- Be welcoming and approachable to all.

Strategic Aims

We aim to:

- Provide high-quality teaching and learning;
- Create a high-quality learning environment;
- Be financially sound, modernise and grow, providing outstanding value for money;
- Provide a curriculum that meets the needs of all stakeholders in an ever-changing world; and
- Work in partnership with the communities we serve, agencies and employers.

Core Values

Tyne Coast Academy Trust:

- Believes every pupil should achieve their potential;
- Believes in developing strong relationships with our students, and never giving up on them;
- Believes in being a strong community presence, embedding everything we do in the local community;
- Values and respects the professionalism, commitment, and excellence in our staff;
- Believes the needs of employers should shape our curriculum;
- Will make a significant positive impact on the local, regional and national economy; and
- Welcomes and includes everyone in our community, and value individuality and diversity.

Employee Benefits

Across our trust our staff benefit from:

- A commitment to professional development for all staff;
- A focus on staff wellbeing with designated weeks;
- Access to the Local Government Pension Scheme;
- TCAT continues to follow the Green Book along with national conditions of service for non-teaching staff;
- An opportunity for cross-site working and career development opportunities, including within our Trust schools and our sponsor colleges;
- Access to free gym facilities.

The Application Process

Thank you for your interest in joining Walker Riverside Academy.

The job advert, job description and personal specification have been provided to decide whether you wish to apply for the position. Please take the time to match your skills, experience and career aspirations against this information when applying for the post.

The Application Form

It is important that you complete **all sections** of the application form and that you provide full and accurate information. Please note, CVs will not be accepted.

All applications must be returned by the closing date. Late applications will not be considered.

After the closing date all applications will be examined and shortlisting will take place. You will be notified by email if your application has been successful and you will be invited to attend an interview. Details of the interview, and any required tasks that you will need to prepare for, will also be sent to you. At this point references will be sought if permission has been given.

On the day of the interview you will be asked to bring various forms of identification and original certification as declared on your application.

Post Interview

You will be contacted to advise if you have been successful or unsuccessful. If you are the successful candidate you will be made a verbal offer of employment, which will be followed up with a conditional offer of employment.

Once all clearances are in place a start date will be confirmed and followed up with a final offer letter and statement of particulars.

Further Information

Application packs and further information can be found on the Tyne Coast Academy Trust website <https://www.tynecoast.academy/join-our-mat/recruitment>

Walker Riverside Academy and Tyne Coast Academy Trust are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate pre-employment checks including an enhanced DBS with barred list check. The Trust will also undertake an online search of publicly available information on all candidates who are shortlisted for an interview.

Job Advert

Operations Officer

Grade N6 £32,597 - £35,412 per annum

Working 37 hours per week all year round

Permanent Contract

Walker Riverside Academy is an exciting and thriving secondary school at the heart of its community in Walker, Newcastle upon Tyne. Walker is an oversubscribed secondary school with 1100 students on roll and this number is predicted to increase over coming years. We help our students to aim high, be proud and love life, in both their academic and career aspirations, supporting them at every step and guiding them upon options available. It is the daily embodiment of this ethos that makes Walker a truly special school community. We want our students to be proud of both themselves and the school community they attend, whilst developing a love of academy life.

We are seeking to appoint an Operations Officer to support the daily operations of the Academy, ensuring a safe, organised and efficient environment for students and staff. Working closely with our PFI contractor staff and Trust Estates Manager the successful candidate will focus on facilities support, estates supervision and logistics and lead on first aid, fire safety and health and safety.

We are committed to investing in our staff and you will receive a supportive induction programme and have access to high quality CPD. Opportunities are also available for Trust wide working and career development opportunities. You will also receive consistent support from a dedicated Headteacher, SLT, CEO, Trust Central Team, Local Governing Body and Trust Board.

The deadline for applications is 12.00 noon on Thursday, 26 March. Please return completed applications to applications@wra.tynecoast.academy

Walker Riverside Academy and Tyne Coast Academy Trust are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks including an enhanced DBS with barred list check.

In accordance with Keeping Children Safe in Education 2025, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the interview process.

We are proud to be a Disability Confident employer and guarantee an interview to anyone who discloses a disability where their application meets the minimum criteria for the post.

Application packs and further information can be found on the Walker Riverside Academy website www.wra.tynecoast.academy and also the Academy Trust website <https://www.tynecoast.academy/join-our-mat/recruitment>

Closing date for applications: Thursday, 26 March 2026, 12.00 noon

Job Description

Job Title: Operations Officer

Salary: N6 £32,597 - £35,412 per annum

Accountable To: Headteacher/TCAT Estates Manager

JOB PURPOSE

To support the daily operations of the Academy, ensuring a safe, organised and efficient environment for students and staff. Working closely with the PFI contractor staff to focus on facilities support, estates supervision, logistics and leading on first aid, fire safety and health and safety.

KEY RESULT AREAS

- Challenging unknown persons on site, referring to the Headteacher and the police where necessary to prevent unauthorised use or abuse of the site.
- Ensure the appropriate action is taken in the event of fire, flood, accident or major damage in accordance with authorised procedures contained in the Business Continuity Plan.
- Contribute to the development of the Academy's Health and Safety Policy and Practice, ensuring Academy systems conform to the statutory local and National regulations.
- Duties inherent in the compliance of Health and Safety of the site and premises.
- Ensure all equipment and machinery is in safe working condition and properly stored reporting any concerns to the Headteacher as quickly as possible.
- Ensure assessments of all chemicals are requested and that safer alternatives are used when recommended.
- Control, monitoring, ordering and safe storage of cleaning materials and supplies.
- Fire evacuation policy and procedures including termly fire drills.
- Ensure all risk assessments are kept up to date.
- Ensure the school minibus and lease cars are safely maintained, fully fuelled and ready for use and keep maintenance records e.g. MOT, service, tax, tyre checks etc.
- Liaise with the Maintenance contractors in relation to aspects of contracts relating to the buildings and grounds, cleaning staff, opening and closing, availability during school closure periods etc.
- Act as the Academy Lead for first aid within the Academy.
- Supervise the day-to-day work of sub-contractors (those not organised by the Facility Management team), ensuring appropriate systems are in place for enabling safe access to the school site.
- Porterage of goods and materials and movement of furniture and equipment as required, accepting delivery of goods and materials for distribution.
- Work with the Headteacher, PFI contractor and Estates Manager to ensure all site related contracts and Service Level Agreements are in place to meet the needs of the school e.g. building maintenance, health and safety etc.
- Lead point of contact for external lettings.
- Support site preparation for school based community events e.g. Open Evenings, productions, Award ceremonies.
- Co-ordinate with school based staff required holiday time access to the site.

VARIATION IN THE ROLE

Given the dynamic nature of the role and structure of TCAT and Walker Riverside Academy, it must be accepted that, as TCAT and Walker Riverside Academy's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

EQUALITY AND DIVERSITY

TCAT is committed to equality and diversity for all members of society. TCAT will take action to discharge this responsibility but many of the actions will rely on individual staff members at TCAT embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support TCAT's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to TCAT with an all inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or TCAT can improve its practice on Equality and Diversity, please contact the Chief Operating Officer.

HEALTH AND SAFETY

All members of staff have a duty to maintain safe and clean conditions in their work area and co-operate with TCAT on matters of Health and Safety. This will include assisting with undertaking risk assessments and carrying out appropriate actions as required. Staff are required to refer to TCAT Health and Safety Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

All staff are required to participate fully in TCAT Staff Development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

COMMITMENT TO SAFEGUARDING VULNERABLE GROUPS

TCAT is committed to safeguarding and promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment and adhere to relevant training.

Person Specification

OPERATIONS OFFICER

	CRITERIA	Essential/ Desirable	Where assessed
	Qualifications and Education		
1	Good level of numeracy and literacy skills.	E	A/C
2	Further relevant training/development.	D	A/C
	Experience and Knowledge		
3	Understanding of relevant policies/codes of practice and awareness of relevant legislation.	E	A, I, R
4	Experience of developing and updating risk assessments.	E	A, I, R
5	Ability to work as part of a team.	E	A, I, R
6	Good level of practical skills.	D	A, I, R
7	Experience of leading on fire and first aid procedures in a work environment.	D	A, I, R
8	Ability to motivate and engage students.	E	A, I, R
	Skills		
9	Excellent communication skills and the ability to develop strong professional relationships with students, colleagues, parents/carers and external organisations.	E	A, I, R
10	Good IT skills.		
11	Ability to organise work, prioritise tasks, make decisions and manage time effectively.	E	A, I, R
12	Ability to respond calmly to emergency situations.		
	Personal Attributes		
13	A commitment to safeguarding and promoting the welfare of children and young people.	E	A, I, R
14	Flexible and able to use own initiative.	E	A, I, R
15	A commitment to CPD.	E	A, I, R

Key: Where Assessed

A - Application Form

C - Certificates

I - Interview

R - References

Please set out how you meet the essential and if appropriate desirable criteria in your application form. The person specification will be used to shortlist candidates for interview.



Walker **Riverside**
Academy



Waverdale Avenue, Walker, NE6 4AW



0191 295 8660



enquiry@wra.tynecoast.academy



walker.academy