

Applicant Pack

Operations Support Co-ordinator (term-time+3)

Salary: £28,914.46 per annum (£31,324 per annum FTE) – point 14 of the Support Staff Pay Scale

Working hours: 37 hours per week, 8.30 am – 4.30 pm, Monday to Thursday, 8.30 – 4.00 pm, Friday.

Working Weeks: Term-time (39 weeks), plus two full weeks during the College summer holidays, and 37 floating additional hours to be worked throughout the academic year, based on operational need, as agreed with the line manager (equivalent of 42 weeks in total)

FTE: 0.9231 FTE

Pension: West Yorkshire Pension Fund, plus Death in Service Grant of 3 x your annual salary

Contract type: Permanent

Other benefits:

- Schools Advisory Service EAP, providing access to counselling, physio, etc.
- Free use of Gym facilities onsite (6.45 am to 8.15 am and 4.00 pm to 7.00 pm).
- Eye test vouchers.
- Flu vaccination vouchers.
- Cycle to work salary sacrifice scheme.
- Health and wellbeing events throughout the year, including dedicated staff wellbeing day.
- Enhanced maternity and paternity pay.
- Personal and professional development opportunities.

Reports to: Operations Support Co-ordinator Team Leader

Closing date: Sunday, 1 November

Start date: 04 January 2027

Welcome Letter

On behalf of Greenhead College, thank you for your interest in the post of Finance Officer. We are pleased that you are considering Greenhead College as the next stage in your career, and we hope, subject to matching our criteria, you will apply.

Greenhead College is situated on a welcoming and attractive campus close to Huddersfield town centre, adjacent to the picturesque Greenhead Park. We are just a short drive from the M62 and within walking distance of both the train and bus stations, making the College highly accessible for applicants from across the Northwest and Yorkshire.

Approximately 2900 students attend the College studying predominantly A Level courses across 35 subjects. The academic structure of the College is based on Heads of Curriculum who are subject specialists. The College also employs a team of Tutors, experienced in pastoral care, careers guidance and trained in Mental Health First Aid. Alongside their academic studies, students benefit from a rich extra-curricular enrichment offer and a wide range of project and work placement opportunities through our *Step Into Your Future* scheme.

Our commitment to student and staff well-being is reflected in our achievements. In July 2024, we received the Further Education Mental Health Gold Award in recognition of the comprehensive support we provide. In March 2025, OFSTED once again graded the College as 'Outstanding' in all six key areas, and as making a strong contribution to skills needs, identifying no areas for improvement. Most recently in April 2025, we were honoured to be named Further Education College of the Year at the Educate North Awards. These accolades highlight the dedication and high standards demonstrated by our students and staff across all roles.

The College is a great place to work, with a warm, inclusive atmosphere existing between students and staff. Our staff are recognised for their hard work and are encouraged to inspire each another, and to develop and grow. We are proud to have a strong and able College Leadership Team, and a highly experienced Board, who work collaboratively to deliver the College's purpose and principles, and strategic priorities.

This is an exciting time to be joining us. We were one of only 50 schools and colleges nationally to receive multi-million-pound funding for a new four-storey science building, which opened in November 2023, with the final building work and landscaping completed in August 2025. We continue to invest in our facilities and have an ambitious capital investment plan spanning the next five years.

If you have any queries about this role, please contact our Human Resources Team via email jobs@greenhead.ac.uk who will be happy to help.

We look forward to receiving your application.

Best wishes,

Mo Bunter
Principal

Job Description

Duties & Responsibilities:

This role is designed to support the three College Directors and deliver administrative assistance across multiple functions within the College. The postholder will provide high-level administrative and organisation support, ensuring the smooth running of their areas of responsibility. The role will also include oversight and first line management of the College helpdesk when implemented, as well as responsibility for a range of data management tasks.

Role-specific responsibilities:

Executive support

1. Provide a comprehensive administrative support to three Directors, including diary management, meeting coordination and travel arrangements.
2. Handle confidential information with discretion and professionalism.

Administrative Duties

3. Working across the College functions of HR, Finance, IT, Estates and Operations carry out tasks such as drafting correspondence, reports and presentations as required.
4. Supporting the administrative functions within HR, Finance, IT, Estates & Operations.
5. Carrying out project work as directed by one of the Directors.
6. Provide cross college support to areas such as curriculum, pastoral and other administrative functions on a need basis, as determined by the Directors and wider College leadership team.
7. Support with the management of College events and speakers.
8. Maintain accurate records and filing systems (digital and paper).
9. Act as the first point of contact for internal and external enquiries to the Directors.

Helpdesk Oversight

10. Be instrumental in the design and set up of a College wide helpdesk system.
11. Monitor and manage the College helpdesk system ensuring queries are logged, triaged and assigned to the appropriate department in a timely manner.
12. Produce regular reports on helpdesk performance and outstanding issues.

Data Administration

13. Working collaboratively with the College's Data Analyst to provide support where needed.
14. Support with data entry and maintenance for College systems, ensuring accuracy and compliance with GDPR.
15. Assist with compiling and analysing data for reporting purposes.

Safeguarding:

16. All staff and senior postholders have a duty for safeguarding and promoting the welfare of children and young persons. Staff must be aware of the College's procedures for raising concerns about children's welfare and must report any concerns to the Designated Person without delay. Staff must also ensure they attend the appropriate level of safeguarding children training identified by the College as relevant to their role.

General duties:

17. Promote, act as a role model and implement the College's policies, practices and procedures including those relating to diversity and inclusion.
18. Take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the college's responsibilities under the Health and Safety at Work Act.
19. Demonstrate day to day commitment to the College's core values of community and mission statement.

Other duties:

20. In addition to the duties outlined above, the post holder may be asked to carry out other tasks that are broadly aligned with the responsibilities and level of the position. These duties will be reasonable, appropriate and necessary to meet the operational needs of the College.

Diversity and inclusion Statement:

The College will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexual orientation, trade union membership or activity and religious background.

The College will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The College provides an open, welcoming and safe environment for all its students, employees and visitors.

Employee Wellbeing Statement:

The College is committed to promoting and supporting employee wellbeing to improve working lives and allow our staff to flourish and reach their potential. The employee wellbeing priorities of the College are integrated throughout, embedded in our culture, leadership, and management. Staff are encouraged to talk about mental health, have good self-care routines, and seek help where needed. Employee wellbeing is an integral part of the College's performance management process, which allows Heads of Departments and the College Leadership Team to regularly review workloads and deadlines in a meaningful way. The College has a holistic framework in place to support staff, including early access to specialist sources of help, such as counselling and physiotherapy, as well as an employee assistance programme, occupational health service and dedicated employee wellbeing days.

Prevent Statement:

The successful applicant will be required to uphold the values of democracy, rule of law, individual liberty and tolerance and have mutual respect for those with different faiths and beliefs.

How to apply

Closing Date:

The closing date for applications is Sunday, 1 November, and interviews will take place shortly after.

Applicants for this post are asked to:

1. Complete the College's application form or TES application form and Equality and Diversity form.
2. Write a supporting letter of application, with CV if you consider it useful.

Please send the completed documents to:

Jen Rothery, HR and Recruitment Manager, as an email attachment to jobs@greenhead.ac.uk

Safer Recruitment:

Greenhead College is committed to safeguarding the welfare of all of its students and staff. The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to safer recruitment checks. This position is working in regulated activity and therefore exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to self-disclose particular criminal convictions should they be shortlisted for interview. Further details can be found within the DBS filtering guide at <https://www.gov.uk/government/publications/dbs-filtering-guidance>

All offers of employment are subject to the following pre-employment checks:

- Two satisfactory references
- Enhanced DBS check with barred check list
- Overseas check if you have lived or worked abroad within the last five years
- Evidence of the right to work in the UK
- Prohibition check order
- Qualifications
- Fitness for Work

In line with KCSIE 2026 guidance, all shortlisted candidates will be subject to an online search.

If you apply and are unsuccessful in being called to interview, can we thank you in advance for your time and trouble in making this application. Due to time constraints, it would be impossible to respond to everyone individually - we hope that you will understand.

Greenhead College is committed to creating a welcoming, inclusive and supportive environment for all. We value diversity in our community and actively encourage applications from individuals of all backgrounds.

Person Specification

	Essential	Desirable
QUALIFICATIONS:		
Business or Administration Qualification		x
Educated to A Level standard or equivalent qualification		x
First aid qualification or willingness to undertake one		x

	Essential	Desirable
KNOWLEDGE / UNDERSTANDING:		
Outstanding knowledge and understanding in the application and efficient use of digital platforms	x	
Evidence of awareness of the key issues affecting education		x

	Essential	Desirable
EXPERIENCE:		
Substantial work experience within a senior administration role, working in a busy, deadline-driven environment	x	
Experience of working in an education environment		x
Experience of working at an executive administration level		x

	Essential	Desirable
SKILLS / ABILITIES:		
Exemplary proof reading and presentation skills	x	
A can-do attitude and a willingness to take on new tasks	x	
Strong ICT skills, particularly conversant with the suite of Office 365 applications	x	
Self-reliant, proactive and able to take responsibility for defined areas of work and display initiative in solving problems with minimal intervention, support and guidance	x	
Proven ability to organise, prioritise and co-ordinate workloads within an environment of competing demands and deadlines including the ability to balance long and short-term programmes of work	x	
Evidence of outstanding interpersonal and communication skills (written and verbal) to establish professional and credible relations with senior stakeholders, staff, students and external contacts	x	
Evidence of using own initiative to find improved ways of working and using professional judgement in responding effectively to fast changing priorities or unexpected situations	x	
Ability to effectively minute meetings		x

	Essential	Desirable
ATTRIBUTES		
Courteous, positive, and can-do approach	x	
A commitment to quality	x	
A willingness to be flexible	x	
A proven commitment to safeguarding and promoting the welfare of young people	x	
A proven commitment to diversity and inclusion and an understanding of the College's policies	x	
Positive and professional approach with a high level of commitment to the College and the ability to maintain high levels of confidentiality.	x	

The above criteria will be assessed by the: Letter of Application, Interview & Assessments.