



# STANHOPE

## PRIMARY SCHOOL

Mansell Road, Greenford, London UB6 9EG, 020 8575 9989

[admin@stanhope.ealing.sch.uk](mailto:admin@stanhope.ealing.sch.uk)

[www.stanhopeprimaryschool.co.uk](http://www.stanhopeprimaryschool.co.uk)

[@StanhopePrimarySchool](https://www.instagram.com/StanhopePrimarySchool) [@StanhopeSchool](https://www.facebook.com/StanhopeSchool)



**Stanhope**  
Primary School

**HEADTEACHER: HANNAH WIDDISON – NPQEL, NPQH, NPQSL, MA, PGCE, BA**

### Person Specification

**Post:** School Operations, Communications & Development Officer

**Grade:** Ealing Scale Grade 7

### Qualifications & Training

Criteria	Essential	Desirable
Education & Qualifications	GCSE (or equivalent) in <b>English and Mathematics</b> at Grade C/4 or above	Relevant professional qualification or training in business administration, communications, marketing, project management, school business management, or leadership
Professional Development	Willingness to undertake ongoing training, including safeguarding and compliance	Formal training in safeguarding, GDPR, or extended provision management

### Relevant Experience

Criteria	Essential	Desirable
Senior Operations & Administration	Significant experience in a <b>senior administrative, operational, or office leadership role</b> , managing complex systems and workflows	Experience working in a <b>school, local authority, or education setting</b>
Executive Support	Experience providing <b>PA or executive-level support</b> to senior leaders	Experience supporting inspections, audits, or strategic planning cycles
Communications & Engagement	Experience producing <b>high-quality written communications</b> for diverse audiences	Experience leading marketing, branding, website, or social media communications
Income Generation & Finance	Experience managing budgets, invoices, or income-related processes	Experience of <b>bid or grant writing</b> , lettings income, or sustainability planning

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Criteria	Essential	Desirable
Extended Provision	Experience coordinating staff, rotas, registers, or operational delivery	Direct management of <b>Breakfast Club and/or After-School Club</b>
Events & Logistics	Experience planning, coordinating, or supporting events	Leadership of high-profile or large-scale events

### Skills & Knowledge

Criteria	Essential	Desirable
Organisation & Systems	Exceptionally <b>organised, meticulous, and systematic</b> ; able to manage competing priorities and deadlines	Experience developing or improving operational systems
Communication Skills	<b>Excellent written and verbal communication skills</b> , able to adapt tone and style for different audiences	Experience with public-facing or reputation-sensitive communications
IT, Literacy & Numeracy	Strong <b>IT skills</b> , including word processing, spreadsheets, databases, email systems, and digital platforms; high levels of <b>literacy and numeracy</b>	Website CMS, digital analytics, or design tools
Problem Solving	Proactive, solution-focused, and able to anticipate and resolve issues	Experience working in fast-paced or high-pressure environments
Compliance & Safeguarding	Understanding of confidentiality, GDPR, and safeguarding responsibilities	Knowledge of statutory school compliance frameworks

### Leadership, Interpersonal & Professional Attributes

Criteria	Essential	Desirable
Professional Standards	<b>Uncompromisingly high standards</b> , professional integrity, and attention to detail	Experience setting or enforcing standards across a team

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Criteria	Essential	Desirable
Leadership & Teamwork	A strong <b>team player</b> who works collaboratively and <b>gets the best out of others</b>	Experience mentoring, supervising, or line-managing staff
Challenge & Accountability	Confident and <b>assertive</b> , able to challenge underperformance constructively	Experience managing performance or difficult conversations
Community & Empathy	<b>Empathetic and community-focused</b> , with sensitivity to the needs of a diverse school community	Experience working in culturally diverse communities
Resilience & Flexibility	Calm, resilient, and <b>effective under pressure</b> ; flexible and adaptive to change	Experience balancing strategic and hands-on operational work
Commitment & Motivation	Genuine commitment to the school's vision and values; motivated to <b>make a real difference in Greenford</b>	Long-term interest in contributing to school development

### Safeguarding & Suitability

Criteria	Essential	Desirable
Safeguarding	Clear commitment to <b>safeguarding and promoting the welfare of children and young people</b>	Prior safeguarding training
Recruitment Checks	Willingness to undergo <b>Enhanced DBS clearance</b> , provide satisfactory references, and comply with safer recruitment procedures	—

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