



Applicant Information Pack

School Operations Officer

Closing date: 24th September

Applications can be made
by completing the application form.

To arrange a visit or return completed forms, contact:
Mel Knight – recruitment@thecircletrust.co.uk | tel. 0118 338 1961



An exciting opportunity in a popular, successful school

Grade 5 SCP 12-17 Actual Salary (depending on experience) £25,975-£28,176 FTE £28,598-£31,021 per annum | 37 hours, 5 days per week, 8am start - term time plus 5 inset days and 2 weeks during school holidays. Full-time | Permanent | Immediate start

Keen to apply your transferable operational skills to a school environment and make a real difference to the lives of our amazing young people?

You will relish the challenge of a fast-paced, diverse role where no two days are the same. A highly organised, pragmatic problem solver, calm under pressure with the ability to lead and effectively influence others, you will have excellent communication skills and enjoy the varied daily interaction with staff, parents and of course our children!

As School Operations Officer, you will be an invaluable part of our school community who can create a happy, efficient and effective working environment.

We offer:

- A warm, friendly, supportive team
- A pivotal, diverse role at the heart of our school
- The support and opportunities of The Circle Trust - a well-respected local multi academy trust

As School Operations Officer you will:

- Support the Headteacher in the safe and efficient operation of the school
- Be responsible for the management of the school office, administration, health & safety, premises and data protection functions

To arrange a visit or apply please contact

Mel Knight - recruitment@thecircletrust.co.uk | tel. 0118 338 1961

Applications can be made via the [application form](#) on our school website

Closing date: 24th September | **Interview date:** 2nd October

Applications will be considered upon receipt, and we reserve the right to close the advert early.

The Circle Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our recruitment process follows the keeping children safe in education guidance and offers of employment may be subject to the checks outlined in this guidance.



Welcome to our school

Thank you for your interest in the post of School Operations Officer at Nine Mile Ride Primary School. We are a happy, popular school set in beautiful grounds at the heart of the local Finchampstead community, within the Wokingham Borough.

We have a wonderful, friendly, committed team and are very proud of the positive atmosphere and nurturing ethos of the school.

We truly believe that every child should have the opportunity to shine. In order to create an inclusive school where all flourish, we promote an environment where each child is unique. Special care is taken to build respectful relationships and educate everyone at Nine Mile Ride about the needs of all children and how best to meet them.

We foster open and honest communication and actively seek to engage with all members of our community in a positive and supportive manner.

Visits to the school are warmly welcomed and if you have any queries, please do not hesitate to contact us.

Francois Walker
Headteacher

Key Information	
Type of School	Academy
Planned Admission Number (PAN)	390
NoR	382
Ofsted	Strong standard in all areas June 2026

Exceptional	
Strong standard	● ● ● ● ● ● ● ●
Expected standard	
Needs attention	
Urgent improvement	



Staff are “proud to work at the school. They feel valued by the school's leadership team. Leaders consider staff workload and wellbeing carefully. This has contributed to high staff morale.”

Ofsted June 2026



Our Vision and Values

At Nine Mile Ride Primary School we take pride in developing outstanding young people by having the highest expectations of all our students and knowing each child well. We challenge our students to strive for academic, creative, emotional, sporting and personal success within a broad, vibrant and enriched curriculum.

Together we discover, nurture, achieve and shine

Our vision is for all students to leave Nine Mile Ride as independent learners with the knowledge, concepts, skills and attitudes to prepare them for the next stage in their education and to contribute positively to society.

Our values of being respectful, resilient and reflective enable students to develop a personal ethic and moral attitude that positively affects their behaviour and equips them with the skills needed for successful lives both now and in the future.

We celebrate [growth mindsets](#) and promote learning power skills to ensure that students are capable of doing new things, being creative and inventive and are not frightened to make mistakes. The careers and jobs that our children will be doing when they leave formal schooling may not have been invented yet so our focus is all about getting our students ready for life. We encourage students to take ownership of, and responsibility for, their learning and decisions, so they have the confidence and curiosity to ask questions, solve problems and communicate well.

The heart of our school ethos is inclusiveness – giving all our students an opportunity to shine, and recognising and valuing others





Job description

Salary	Grade 5 SCP 12-17 Actual Salary (depending on experience) £25,975-£28,176 FTE £28,598-£31,021 per annum	Reporting to	Headteacher
Contract	37 hours, 5 days per week, 8am start - term time plus 5 inset days and 2 weeks during school holidays. Full-time Permanent	Start Date	Immediate start

Job purpose

As School Operations Officer you will:

- Support the Headteacher in the safe and efficient operations of school

Duties and responsibilities

Leadership

- To embody the values, vision and ethos of the school
- Ensure that all school operations are efficient and effective, leading the day-to-day work of the operations team
- Participate in training activities and improve professional expertise as required
- Comply with policies and procedures relating to safeguarding, health and safety, security, GDPR, reporting all concerns to an appropriate person
- To be the key Circle Trust contact for operational matters and attend meetings as required.

Information Management

- Ensure the school's information management system (Arbor) is accurate; including the timely onboarding information of new staff or admission of pupils
- Ensure collection of payroll information e.g. absence from work is accurate, is approved by the Headteacher
- Maintain all record keeping
- Keep records in accordance with the school's record retention schedule and data protection law
- Support the eligibility checks for Free School Meals
- Responsible for all school censuses
- Delegation of day-to-day tasks as required.

Health and safety

- To be responsible for the maintenance and security of the school site
- To lead and be responsible for the school's compliance with health and safety regulations
- To support the Headteacher in the completion of incident forms and risk assessments
- To manage the first aid provision (including medicines and care plans) for the school; ensuring that the statutory training for first aiders is up to date and compliant.

Premises Management

- To manage the day-to-day tasks of the premises team to ensure timely delivery of all planned maintenance, statutory checks and ad hoc projects
- To manage contractors as required
- Oversee any letting agreements on the school premises to outside organisations including extra-curricular activities
- To be a key holder and as required open and close the school



Data Protection

- To act as Data Protection Officer for the school, ensuring compliance with the requirements of General Data Protection Register (GDPR).
- To maintain GDPRiS in respect of all relevant data protection issues.

Administration:

- To lead and be responsible for the day-to-day management of the school office, ensuring all parents and other visitors receive a courteous and warm welcome
- To ensure that all safeguarding procedures are followed for all entry into the school site
- To support in the maintenance of a fully compliant Single Central Record e.g. collating information for volunteers and 3rd parties
- To lead in the organisation of all special events
- To oversee and support the arrangement of school trips and ensure relevant risk assessments are in place
- To oversee and ensure all communications sent by the school are accurate and timely
- To manage all staff training requirements via National College including e.g. onboarding of new starters, allocating training, uploading external training certificates and providing compliance checklists.

This job description forms part of the contract of employment of the person appointed to this post.

It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.

Person specification



Qualifications and training

	Criteria	Essential	Desirable
1.	Good general education with a minimum of English and Maths GCSE grade 5 or equivalent	✓	
2.	Competent user of Microsoft Office systems	✓	
3.	Knowledge of Arbor software desirable		✓
4.	Health and safety training		✓

Experience

	Criteria	Essential	Desirable
5.	Experience of working in a school office environment, previous experience as an Administration Lead		✓
6.	Experience of administrative record-keeping	✓	
7.	Line management experience		✓
8.	Experience of project or change management		✓
9.	Experience of human resources or data protection		✓

Skills and understanding

	Criteria	Essential	Desirable
10	Experience of financial systems and controls		✓
11	A working knowledge of procurement, facilities management, contracts and services, health & safety and data protection		✓
12	Knowledge and understanding of GDPR		✓
13	Knowledge of Human Resources including policies, codes of practice and legislation		✓
14	An understanding of resource management and procurement		✓
15	An ability to use initiative, delegate tasks and manage own workload to meet deadlines with a meticulous eye for detail	✓	
16	Excellent written and verbal communication to a variety of audiences	✓	
17	Ability to identify and manage potential risk	✓	
18	Able to lead projects	✓	
19	Ability to work independently as well as work collaboratively with other team members	✓	
20	Ability to build effective working relationships with staff and other stakeholders	✓	



Personal qualities

	Criteria	Essential	Desirable
21	Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	✓	
22	Commitment to acting with integrity	✓	
23	Commitment to maintaining confidentiality at all times	✓	
24	Commitment to safeguarding and equality	✓	
25	A sense of responsibility and accountability	✓	
26	Empathy, respect and a caring attitude for all school stakeholders	✓	
27	Ability to maintain a positive and professional demeanor, remaining calm under pressure	✓	
28	Flexible, approachable, committed and resourceful – prepared to attend evening meetings and work during school holidays when appropriate	✓	



About The Circle Trust

The Circle Trust, established in 2018, was created to serve Wokingham and the surrounding area. The Circle Trust was borne out of a desire that all children and young people have an excellent, well-rounded education and flourish in first-rate schools where the best teaching, the best facilities and the most up-to-date resources are made available to them.



[An introduction to The Circle Trust](#)

We are a community of schools that have shared values and an essential common ethos and vision for education and learning. At the centre of our work together is improving the educational outcomes for our pupils.

Our Trust's vision is

All children and young people deserve to have an excellent well-rounded education and to flourish in first rate schools with the best teaching, the best facilities and the most up to date resources made available to them.



Our values are our cultural north star they drive our behaviour and decision making.



The highest educational outcomes
for every learner is paramount



Preserving the unique identity and
ethos of all partner schools is
essential



To be anything but utterly
inclusive is non-negotiable



Being self-reflective is essential in
encouraging innovation, our Trust is
always driven to improve further



What we say is what we do, we
recognise talent, foster expertise,
believe well-being for all is
fundamental



Our Trust promotes collaborating
with others and being outward
looking

Our support

Our Trust provides the support and infrastructure that schools need to enable them to develop and improve, and for the school leadership and their local governance to achieve their objectives.

At the heart of our Trust is access to school improvement advice and guidance. We call this package of support “The Learning Curve!” As an all-through Trust (nursery—18 years), we are able to provide school improvement advice and strategy based on consistent and fluent approaches to education provision.



Our schools

We understand how to manage the balance between effective and efficient common systems whilst ensuring that the individual character and ethos of different schools is maintained. We work in a very transparent way, where schools have the opportunity to influence and their views are taken into account.

As a trust we are rooted in this approach and our ambition is clear; to improve the educational outcomes for children and young people. We don't want to change schools; we want to help them progress.



Badgemore Primary School



Emmbrook Infant School



Emmbrook Junior School



The Hawthorns Primary School



Hartland Primary School



Nine Mile Ride Primary School



Owlsmoor Primary School



Shinfield Infant and Nursery School



St Crispin's School



The Emmbrook School



Wescott Infant School



Westende Junior School



To find out more:

Please visit [The Circle Trust](#) website and [Family Circle guide](#).

If you would like to arrange a meeting, please get in contact via the school office.

We'd love to have a cuppa with you!



Photo taken by Stewart Turkington Photography

About Wokingham

Wokingham has plenty to offer and our historic market town is by no means standing still. We are coming to the end of a £100m town centre regeneration programme and the population continues to grow.

We are often found at or near the top of surveys for the best place to live and to raise a family. We are surrounded by spacious woodland and lush green fields. There are plenty of options for being active in the great outdoors – we are near excellent mountain bike trails, water sport centres, play areas, skateboard parks, golf courses and bridle paths. There are also many other ways to keep busy with nearby cinemas, ten pin bowling and theatres.

We enjoy good transport links by road and rail to key towns such as Reading, Bracknell, Windsor, Basingstoke and Guildford, in addition to being just 40 miles from central London and 25 miles from Heathrow Airport. Reading is an award-winning shopping destination in the Thames Valley region and Windsor is of course world-renowned for its Royal residence, Windsor Castle.

Wokingham has a strong community spirit which is highlighted by the fabulous May Fair, International Street Concert, Food and Drink Festival and Winter Carnival. The town truly comes alive during these events.

We love our town, and we look forward to welcoming you.



The process and how to apply



The Circle Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our recruitment process follows the keeping children safe in education guidance and offers of employment may be subject to the checks outlined in this guidance.

Visits to the School

Visits to the school are warmly welcomed, please contact Mel Knight recruitment@thecircletrust.co.uk to arrange a visit.

Application form

Please complete [The Circle Trust application form](#). This is the only form that will be accepted. You should ensure that your personal statement is no more than two pages of A4 and that it reflects your suitability in terms of the Person Specification.

References

We require two references from all candidates, one of which must be from your most recent employer. If any references relate to employment at a school/college, your referee must be the Headteacher/Principal. If you are short-listed, the school will contact your referees without further reference to you.

Equal opportunities monitoring form

We are committed to recruiting, retaining and developing a workforce that reflects at all grades the diverse communities that we serve. It is vital that we monitor and analyse diversity information so that we can ensure that our HR processes are fair and transparent.

Any information provided on this form will be treated as strictly confidential, will not be seen by staff directly involved in the appointment and no information will be published or used in any way which allows any individual to be identified.

The completion of this [equal opportunities monitoring form](#) is entirely voluntary. However, it will assist us in carrying out this monitoring. We would therefore be grateful if you would complete the questions on this form.

Prior to shortlisting this information will be removed from your application form and used only to provide data for statistical purposes.

Application closing date

The closing date for applications is 24th September, however applications will be considered upon receipt, and we reserve the right to close the advert early.

Applications can be made via the [application form](#) on our school website.

Please send your application to Mel Knight - recruitment@thecircletrust.co.uk | tel. 0118 338 1961

Shortlisting

Shortlisting will be against the Person Specification criteria as detailed in this pack. We will also check all applicants for gaps in employment history. Those applicants that best meet the Person Specification will be invited to interview.



Interview Dates	2nd October
Checks	If you attend the interview, you will be required to bring photographic identification, proof of the right to work in the UK and proof of qualifications.
Offer of employment	We will make a verbal offer of employment to the successful candidate by telephone. This will be followed up by a written offer which will be emailed or posted. Any offer is made subject to satisfactory references, enhanced DBS clearance and other safeguarding checks as required.

All unsuccessful candidates will be notified by email

How we use your data

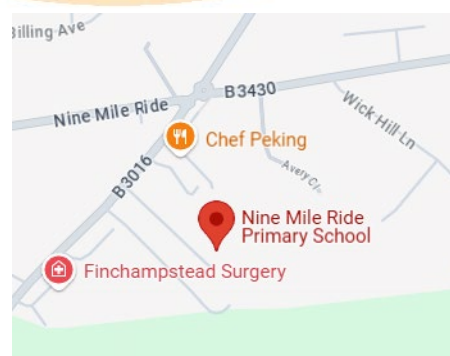
In completing this application form you should refer to the Recruitment Privacy Notice on our website. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice.

If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Staff Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside The Circle Trust without first seeking your permission, unless there is a statutory reason for doing so.

In accordance with our statutory obligations under Keeping Children Safe in Education, The Circle Trust is required to conduct an online search as part of our due diligence on the successful candidate. This may help identify any incidents or issues that have happened and are publicly available online. If there are any, we may wish to explore them with you prior to confirming your appointment. We carry out these searches for SLT roles using a trusted third party.

If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice.

Thank you for your interest. If you have any questions or wish to arrange a visit, please contact Headteacher.



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Finchampstead
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t: 0118 973 3118

<https://ninemileride.co.uk>



Nine Mile Ride Primary School is an academy and part of The Circle Trust. The Circle Trust is a charitable company registered in England and Wales (number 11031096) whose registered office is The Oval Offices C/O St Crispin's School, London Road, Wokingham RG40 1SS. Further information about The Circle Trust is available at www.thecircletrust.co.uk.