



JOHN MASEFIELD HIGH SCHOOL & SIXTH FORM CENTRE

MABEL'S FURLONG

LEDBURY HEREFORDSHIRE HR8 2HF

11-18 Mixed Comprehensive (NOR 882)

Tel: 01531 631012

Email: vacancies@jmhs.hereford.sch.uk website: www.jmhs.hereford.sch.uk

Senior Operations Assistant to start ASAP

Hours: 37 hours per week, term time only plus 1 week

Grade JM6 Starting salary £25,979 pro rata £22,350 actual salary (pay award pending)

JMHS is seeking to appoint a Senior Operations Assistant who will work closely with the School Business Manager. This is an opportunity for an individual seeking a career in operations/estate management. You will be required to provide high quality support to the School Business Manager and Senior Leaders, in the provision of efficient and effective operational and support services, and responsibility to deliver key operational responsibilities across a number of functional areas including estates, health and safety, capital projects, and ancillary services.

The ideal candidate will have experience in:

- Business or administration in a company/organisation;
- Site/project management;
- Managing a positive health and safety culture, and knowledge of health and safety regulations in a school setting;
- Managing change and implementing new systems/procedures/controls.

You will have:

- A levels or significant business management or school experience;
- Health and safety qualification or the willingness to undertake one;
- Evidence of excellent ICT skills.

JMHS was recognised by OFSTED in November 2022 as a 'Good' school. It is particularly noted for the quality of the curriculum, care, guidance and support, and leadership and management. We have excellent standards of pastoral care, and superb enrichment opportunities.

We welcome visits from prospective applicants. If you would like to visit the school or discuss the position further please contact Rebecca French, School Business Manager rebecca.french@jmhs.hereford.sch.uk.

Full details of this post and an application form can be downloaded from <https://www.eteach.com/job/senior-operations-assistant-1449356>

Application forms should be emailed to vacancies@jmhs.hereford.sch.uk. We do not accept CVs.

JMHS is committed to the protection and safety of its pupils and therefore all appointed candidates will be subject to a Disclosure and Barring Service check at Enhanced Level and all shortlisted candidates will be subject to an on-line Google search.

Closing Date: Monday 4th November 2024 9am

Interview Date: Week of the 11th November 2024