

APPLICANT INFORMATION PACK

Trust Operations Administrator

Closing date: 9am Monday 30th November 2026

Applications can be made via completing the application form and returning to:

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

The Circle Trust is an educational charity, and it exists to do one thing and that is to advance education for the public benefit.

This is our sole purpose.

Contents

Job description 4
Job purpose 4
Duties and responsibilities 4
Person specification 6
About The Circle Trust 8
Our support 9
Our schools 10
About Wokingham 11
The process and how to apply 12
How we use your data 13

Are you highly organised, great with people, and someone who loves variety in their work?

The Circle Trust Support Staff Grade 4 SCP 7-11 Actual Salary (depending on experience) £24,552-£26,170 FTE £27,274-£29,071 per annum l Term time (8.00am-4.00pm) plus 5 inset days plus 10 days during school holidays l Full-time l Permanent l Starting early January 2027

This is more than an administration role. It's an opportunity to be at the heart of The Circle Trust, building relationships, supporting colleagues and gaining experience across a wide range of operational functions.

As part of our growing and supportive team, you'll help make things happen every day. From welcoming visitors to our Oval Offices and coordinating meetings and events, to supporting communications, admissions, HR administration, training, estates and Trust-wide projects, you'll be involved in a wonderfully varied mix of work that makes a real difference across the organisation.

We're less interested in you having done everything before and more interested in who you are and how you work. If you're warm, professional and organised, enjoy working with people, thrive on variety, embrace digital tools and naturally look for ways to help, we'd love to hear from you.

We offer:

- A welcoming, supportive and collaborative working environment
- The opportunity to build your career in a growing organisation
- Training and the opportunity for ongoing professional development

As Trust Operations Administrator you will:

- Welcome visitors and help create a positive first impression.
- Coordinate meetings, events and day-to-day office operations.
- Assist with recruitment, admissions and communications
- Work across a variety of projects that support our schools and communities.

To apply

Completed application forms to Mel Knight, The Circle Trust l Email: recruiment@thecircletrust.co.uk l Tel: 0118 338 1961

Closing date: 9am Monday 30th November 2026 **l Interview date:** Monday 7th December 2026

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.

Job description

Salary	Grace 4 SCP 7-11	**Reporting to**	Deputy COO
Contract	Term time (8.00am-4.00pm) plus 5 inset days plus 10 days during school holidays l Full-time l Permanent	**Start Date**	early January 2027

Job purpose

The role has two key areas of responsibility: coordinating the day-to-day operation of the Oval Offices and providing a welcoming, professional visitor experience; and delivering flexible administrative, communications and digital support across the Trust's Central Operations function.

The role will provide the primary point of contact at the Oval Offices, ensuring visitors receive a consistently warm, professional and well-organised experience that reflects the values and standards of The Circle Trust. This will include coordinating meetings, visits, schedules and events, with particular attention to those involving the CEO and senior Trust colleagues.

Working across the Operations team, the postholder will undertake a broad and varied range of responsibilities spanning operations administration, communications and digital support, HR, data and admissions, Trust-wide training and estates. The role offers the opportunity to develop knowledge and experience across a wide range of Trust functions, supporting projects and initiatives that contribute to the effective running of the Trust.

The successful candidate will combine excellent organisational skills and attention to detail with strong communication skills, a proactive approach and a willingness to learn. They will be equally comfortable coordinating practical administrative tasks, supporting digital communications and websites, working with colleagues across the Trust and ensuring a positive experience for visitors and stakeholders.

Duties and responsibilities

Office and Visitor Operations

- Welcome and assist visitors and external partners to the Oval Offices, ensuring a consistently warm, professional and well-organised experience that reflects the values and standards of The Circle Trust.
- Coordinate the practical arrangements for meetings and visits, including those involving the CEO, senior Trust colleagues and external visitors, ensuring requirements are anticipated and appropriate arrangements are in place.
- Act as the first point of contact for general Trust enquiries, responding where appropriate and directing queries to the relevant colleague in a timely manner.
- Coordinate calendars, room bookings, schedules and practical arrangements connected with meetings and visits at the Oval Offices.
- Contribute to the planning and coordination of Trust events and activities.
- Share responsibility for the day-to-day organisation, readiness and professional presentation of the Oval Offices, identifying and supporting premises or facilities requirements as appropriate.

Operations Administration

- Provide high-quality and responsive administrative support across the central Operations team, supporting the COO, DCOO and wider Trust colleagues with operational priorities, projects, communications, events and organisational initiatives as required.
- Accurately process, check and maintain information and documentation across allocated areas of responsibility, using a range of systems and processes. This may involve, for example, entering and updating data, verifying information, and proofreading formal documentation.
- Assist with email distribution, mailing lists, and the monitoring of shared communication channels, directing queries or requests to the appropriate colleague.
- Provide administrative support for Trust-wide communications, events, consultations and projects as required.

Communications and Digital Support

- Create and maintain Microsoft Forms, surveys and other online information gathering tools, including collating responses as required.
- Support routine website content updates and undertake checks to help ensure published information remains accurate, current, and consistently presented.
- Undertake routine content management system administration and support colleagues with straightforward website and CMS tasks.
- Format and proofread documents, policies, presentations and other materials in line with agreed Trust templates and branding.
- Maintain organised digital records, including communication materials, photographs, and other shared assets.
- Liaise with printers and external suppliers regarding routine production requirements, under the direction of the relevant colleague.

HR

- Support Trust-wide recruitment and contractual administration, obtaining and verifying information provided by schools and candidates to support the accurate preparation of offer letters, contracts and associated employment documentation.
- Check employment documentation for accuracy and consistency, including key contractual information, dates and other information provided as part of the recruitment process, under the direction of the HR Lead.
- Accurately create and update new starter information across relevant Trust systems, ensuring information is complete and consistent.

Data and Admissions

- Support the Data and Admissions Manager with admissions administration, for example responding to routine enquiries, coordinating communications, and maintaining accurate admissions information.
- Assist with the preparation and checking of information required for Trust data returns, including the School Workforce Census, under the direction of the Data and Admissions Manager.
- Share responsibility for the administration and coordination of Trust-wide staff training schedules, maintaining accurate records, coordinating bookings and communications, and supporting follow-up actions as required.

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 Experience

	Criteria	Essential	Desirable
1.	Good standard of general education, including English and Maths.	✓	
2.	Experience of working in an administrative, office or customer-facing environment.	✓	
3.	Experience of providing high-quality administrative support and managing a varied workload.	✓	
4.	Experience of working with information and records where accuracy and attention to detail are important.	✓	
5.	Experience of using digital systems and Microsoft Office applications effectively.	✓	
6.	Previous experience within a school, education, public sector or similarly regulated environment.		✓
7.	Experience of administration within HR, recruitment, data, admissions, training or another operational function.		✓
8.	Experience of supporting routine communications, website administration or digital content.		✓
9.	Experience of creating and maintaining online forms, surveys or mailing lists.		✓
10.	Experience of using a website content management system.		✓

Skills and abilities

	Criteria	Essential	Desirable
11.	Excellent interpersonal and communication skills, with the confidence to engage warmly and professionally with a wide range of people.	✓	
12.	Strong organisational skills with the ability to plan, prioritise and manage competing demands.	✓	
13.	Excellent attention to detail and the ability to check information carefully, identify inconsistencies and follow up where clarification is required.	✓	
14.	Strong written communication skills, with the ability to produce and proofread accurate, professional documentation.	✓	
15.	Confident and accurate when entering, updating and checking information across digital systems.	✓	
16.	Able to work independently on allocated responsibilities whilst contributing positively to a collaborative team.	✓	
17.	Able to exercise discretion and maintain confidentiality when handling sensitive or personal information.	✓	
18.	Able to use initiative appropriately, recognising when to resolve routine matters and when to seek advice or refer matters to a colleague.	✓	
19.	Able to format and present documents and digital content clearly, accurately and consistently.	✓	
20.	Confident in learning and using a range of digital platforms and online systems.	✓	
21.	Able to undertake routine website updates and content checks.		✓
22.	An awareness of the importance of consistent branding, accessible content and accurate digital communications.		✓

Personal qualities

	Criteria	Essential	Desirable
23.	Warm, approachable and professional, with a genuine commitment to providing an excellent experience for colleagues, visitors and external partners.	✓	
24.	Reliable, conscientious and proactive, with a commitment to completing work accurately and to a high standard.	✓	
25.	Curious and keen to learn, with an interest in developing knowledge and experience across a broad range of Trust operational functions.	✓	
26.	Flexible and adaptable, with a willingness to support colleagues and respond to the changing needs of the Trust.	✓	

About The Circle Trust



The Circle Trust, established in 2018, was created to serve Wokingham and the surrounded 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

Opening September
2027

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 mknight@thecircletrust.co.uk.

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 Trust	Visits to the trust are warmly welcomed, please contact Mel Knight, The Circle Trust l Email: recruiment@thecircletrust.co.uk l Tel: 0118 338 1961
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 trust 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 9am Monday 30th November 2026**.** Applications can be made via the application form on our website. Please send your application to Mel Knight at recruiment@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	Monday 7th December 2026
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 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

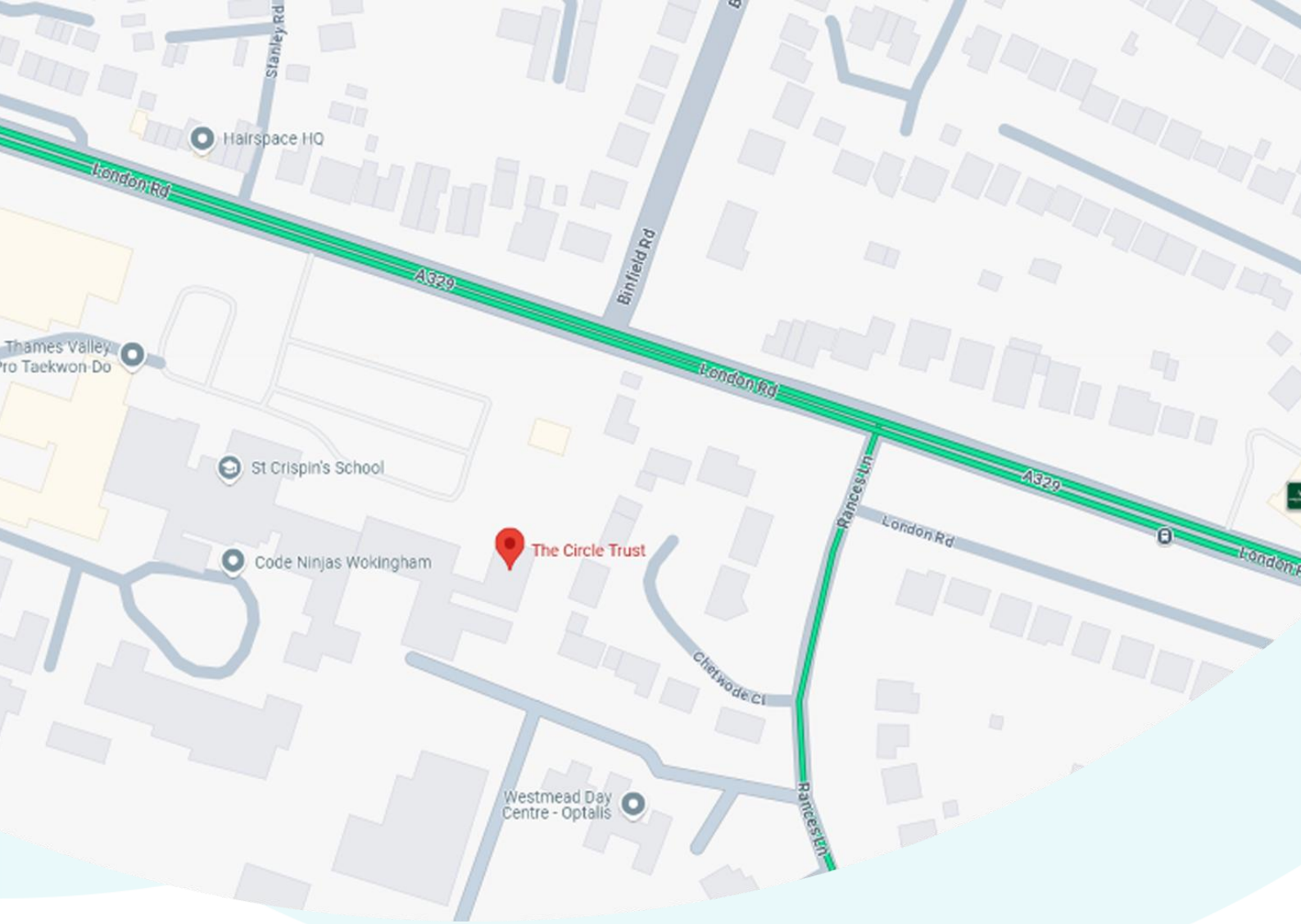
How we use your data

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.



The Oval Offices, c/o St Crispin's School, London Road, Wokingham, Berkshire, RG40 1SS

t: 0118 338 1961
www.thecircletrust.co.uk

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.