



St. Michael's Woolmer Green C of E Primary School

"Shine as Lights In the World"

London Road, Woolmer Green, Herts, SG3 6JP

Tel: 01438 813267 Email: admin@woolmergreen.herts.sch.uk

Headteacher – Mrs Jan Martin

Operations Assistant

Hours: 15 hours per week, 7.5 hrs per day, 2 days per week (Days to be decided with candidate)

Term time + 3 weeks (to be worked during the holidays)

Pay: H3 – H4 Depending on experience

Accountable to: School Business Manager

Main Purpose:

St. Michael's Woolmer Green is a friendly and inclusive one form entry primary school. The operation of our school although a small school, is very complex and requires a strong Operations Assistant to assist the School Business Manager in giving our key stakeholders a safe and welcoming environment. This is a fast paced role where two days are never the same. Candidates should have a sound background on Health & Safety compliance within an education setting and have a broad knowledge of managing contractors whilst also ensuring value for money.

Key responsibilities:

- Manage & oversee day to day running of the school site.
- To be one of the designated key holders for the school.
- Oversee the Health and Safety Management of the school site promoting a strong health & safety culture across the school.
- Maintain the school's Health and Safety policy.
- Manage & complete the school's compliance checks e.g fire alarms, water systems.
- Arrange all statutory checks e.g fixed wire testing etc.
- Oversee school lettings to external stakeholders.
- Support the school business manager with capital & non-capital projects.
- Oversee contractor management & arrange contractors to carry out repairs.
- Arrange all quotes in relation to the school site repairs and maintenance.
- Maintain the school's asset register in connection with the school business plan.
- Oversee the school's asbestos management plan and arrange specialist contractors as necessary.
- Oversee the delivery of ICT services across the school.
- Carry out small practical tasks during non term time e.g Painting and light repairs.
- Manage the schools first aid procedures & maintain staff training records.





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- Prepare & review all risk assessments for the school.
- To act as the school fire officer arrange drills and liaising with fire specific contractors.
- Support in the set up of the main school events e.g Parents evenings, open mornings etc.





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Person Specification:

KNOWLEDGE AND EXPERIENCE

- A strong track record of successful leadership experience in an education or commercial background.
- Direct experience at the level of both strategy and operations.
- Experience of working within a complex budgetary structure and embracing, managing and promoting change.
- Proven experience of leading and developing teams.
- Working within a regulatory framework and schools compliance requirements.

SKILLS AND ABILITIES

- Strong strategic abilities and organisational skills with the capacity to guide whole organisational development.
- Strong operational acumen with the ability to easily assimilate, analyse, interpret and present data and assess risk.
- Excellent communication and negotiation skills with the ability to be diplomatic.
- An understanding of the School's responsibilities in relation to safeguarding and child protection issues and a clear commitment to delivering best practice in safeguarding.
- A sound understanding of maintenance in schools and how to apply this in practice.
- Strong IT skills using MS suite & MIS systems.
- A valid driving licence.

PERSONAL ATTRIBUTES

- A highly visible, compassionate and charismatic individual who is able to work both independently and as a key team member to inspire confidence and encourage and motivate staff.
- Excited by high expectations, creative thinking and the setting and achieving of ambitious targets in all areas of school life.
- Clear personal integrity, kindness, warmth, and sound judgement.
- Values and promotes diversity, equity and inclusion.

