

IVY HOUSE SCHOOL

WHERE EVERY CHILD MATTERS



OPERATIONAL SUPPORT OFFICER

**Permanent Contract, 22.2 hours per week, Term Time + Inset Days + 3 weeks
(42 weeks per year)**

SET Grade 7 Spinal Range 24 – 28 - £23541 - £27041

Actual Salary £13199 - £15161 (TBC)

Ivy House School is a special school for pupils aged 2-19. We offer a happy and supportive environment, where pupils are given the best opportunities through an individualised curriculum and pathway.

Our pupils like to come to school. They are justifiably proud of what they achieve and enjoy celebrating not only their own successes but also those of their friends and other peers from across the school.

We have a highly motivated, professional and well-trained team of staff who work collaboratively with parents, carers and other professionals to ensure that all aspects of our offer meet the needs of each of our pupils.

Our school is part of the [The Shaw Education Trust](#) who lead and manage academies in all phases, all sectors and in all communities.

We are currently seeking to appoint an Operational Support Officer for our school. Applicants will have 1-3 years management experience and hold an NVQ Level 4 in Business & Finance/Management or equivalent qualification or experience in a similar environment.

Applicants must have:

- RSA 2/3 or equivalent qualification or experience in typing/ word processing.
- Experience of development, management and operation of administrative systems.
- Budget management experience in addition to management of financial systems.

The candidate will contribute to the planning, development and organisation of support service systems/procedures and policies within the school. You will take responsibility for the supervision, training and development of a small team of staff and manage school pupil admissions and appeals in accordance with appropriate procedures. This role is wide and varied and carries significant responsibility for the safer recruitment of new staff and managing the employment of existing staff within the school. Supporting the Head Teacher in relation to employee matters and payroll transactional operations. E.g. timesheets, and variations, staff absence.

This rewarding role will contribute enormously to the children in our school offering them the life chances that they deserve. The Shaw Education Trust are a growing multi academy trust, which places high achievement at the heart of all we do. We are determined that no child attending a Shaw Education Trust Academy should have their opportunities limited by their background or by their ability.

If you would like to discuss this role, then please make contact with the Head Teacher through the school office on **01332 777920**, or email your questions to recruitment@shaw-education.org.uk

**The closing date for applications is Thursday 21st January 2021 5pm
Interviews w/c 1st February 2021
Applications to be sent to recruitment@shaw-education.org.uk**

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check and all references, qualifications obtained will be checked upon for authenticity and accuracy.