



# Operations Administrator

## Job Description

**For an immediate start, Forres Sandle Manor School is seeking an experienced Administrator to join the Business Support Function of the School, providing support to the Operations Director and wider team.**

This role will suit a flexible self-starter who enjoys working in a busy environment with changing demands from day to day.

**Hours of working:** 24 hours per week (exact hours/days to be discussed at interview), year round.

**Salary:** c£26,000 FTE

**HOW TO APPLY** Please complete an application form, including a supporting letter addressed to our Director of Operations, Miss Anna Matthews, and return a signed copy by email to [recruitment@fsmsschool.com](mailto:recruitment@fsmsschool.com)

We are committed to the safeguarding of children and young people and we expect all staff to share this commitment. All applicants will be subject to pre-employment screening, which includes an enhanced DBS, online searches and reference check prior to appointment.

## Purpose of the Role

The Operations Administrator will play a key role in supporting the smooth and efficient day-to-day running of the school. The postholder will provide essential support to ensure that administrative functions are managed to a high standard, while supporting the Director of Operations, SLT, and the wider Business Support Team.

## **General Administrative Support**

- Assist with the preparation of reports, schedules, and documentation.
- Work with the Head's PA to complete the annual DfE and ISI Census.
- Manage the school stationery budget and assist with procurement of supplies.
- Support the Finance Department with queries and cover during absences if required.
- Accompany visitors around the school site when necessary.
- Provide Reception cover for lunch breaks and staff absences during term time.
- Provide Reception cover on a rota basis during school holidays, including answering parent queries and escalating issues to SLT if necessary.

## **General Operations Support**

- Provide administrative support to the Director of Operations, particularly in preparation for ISI inspections.
- Assist with the coordination of day-to-day school operations, including facilities, room bookings, transport, and lettings.
- Act as a point of contact for operational queries from staff, parents, and external providers.
- Support the delivery of staff training days (INSET).

## **Facilities & Resources**

- Support the management of maintenance requests and liaise with the Site Team to ensure issues are resolved promptly.
- Assist with the ordering, distribution, and tracking of equipment, furniture, and supplies.

## **Compliance & Health & Safety**

- Assist the Site and Facilities Manager in maintaining compliance records (e.g. fire drills, risk assessments, visitor logs).
- Support the implementation and monitoring of health and safety procedures across the school.

# Events, Boarding & Lettings

- Provide logistical support for external lettings and visiting groups.
- Assist with coordinating accommodation, catering, and facilities for external users.
- Support boarding-related operations as required (e.g. key allocation, maintenance, logistics).

## Person Specification

### Essential

- Minimum of two years' experience in an administrative role.
- Comfortable dealing with all stakeholders within the business including Teaching staff, Leadership Team and Directors, Parents and Children.
- A proactive self-starter, able to work independently and as part of a team.
- Strong organisational and time-management skills, with the ability to prioritise and multitask.
- Discreet and professional, able to handle confidential information sensitively.
- Excellent interpersonal and communication skills (verbal and written).
- High standard of English and numeracy.
- Strong attention to detail and accuracy; committed to high standards.
- Competent IT skills (Google Suite, databases, HR/administration systems).
- Proactive and flexible; able to adapt to changing priorities.
- Team player with a can-do attitude.
- Approachable, empathetic, and with a sense of humour.

### Desirable

- Experience working in a school or education setting.
- First Aid/Health & Safety training.
- Understanding of data protection and confidentiality.
- Understanding of safeguarding and child protection principles.

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