

stChris

A day and boarding school for boys and girls aged 3 – 18. Asking interesting questions since 1915.

**A dynamic and
rewarding place
to work.**

Operations Administrator

Full Time – 40 hours per week,
52 weeks of the year

Apply by 5.00pm on 15 April 2024

Hello! Thank you for taking an interest in our Operations Administrator role. Here at St Chris, we embrace the challenges of the modern world which necessitates the asking of interesting questions.

This job pack contains more details about what this position involves, personal specifications and total reward.



Operations Administrator

Salary

£27,681 - £31,461 (Professional Services Scale 23-27). Dependent on skills and experience.

Contract

Full Time - 40 hours per week, 52 weeks of the year.

Location

On-site, Letchworth Garden City, Hertfordshire

Life at stChris

St Chris is an independent day and boarding school for girls and boys aged 3 to 18 located in Letchworth Garden City, Hertfordshire. Our School was established in 1915 and, since then, has been working to do things differently if, and only if, it makes things better for our students.

There are currently around 550 pupils on roll and 200 staff.

St Chris seeks to be a continuously developing community of children and adults working together to enable everyone to achieve their best. All are valued as individuals and encouraged to develop curiosity, competence, judgement, kindness and courage. St Chris seeks to prepare pupils for happy and fulfilled lives in the service of others.

We treat young people as individuals, encouraging them to develop into capable, imaginative, responsible people with a zest for life.

Purpose of the Role

The Operations Administrator's main role is the provision of effective day to day operational services within the School. The post holder understands, supports and contributes to the development of all administrative aspects of the School's business model, operating model and activities.

The post holder works across the Catering, Housekeeping, Health and Safety, Grounds and Facilities ensuring the provision of effective professional administration support to the Operations Manager.

Line Management Responsibility

This role will have no line management responsibility and will report into the Operations Manager.



St Chris gave me so many opportunities. You're not pigeonholed here. Instead, St Chris has tapped into all of my skills.

Sue, Teacher of LAMDA

What will the Operations Administrator do?

Here's an overview of the Operations Administrator's responsibilities and how they will be involved in the day-to-day running of the school.

Key accountabilities and responsibilities of the role:

The Operations Administrator is responsible for supporting the day-to-day operational aspects of the school and will support the Operation Manager and Team Leaders. Duties will include:

- Managing and updating company databases;
- Support a culture of continuous improvement across the school's operations, working to improve efficiency and effectiveness in all aspects of the school's support services;
- Answering phones and responding to requests and enquiries;
- Keeping track of supplies and assist in the ordering of such;
- Maintaining financial, employee, and client records;
- Scheduling meetings for the COO and the Operations Manager – diary management;
- Providing administrative support to other departments or projects as needed.

Operations

- Assist with the following up of servicing and improvement works against the Maintenance and Operations Plan. Planning of the schedules of works and liaising with the maintenance Team Leaders and Operations Manager;
- Ensure that once statutory servicing is carried out that the results and remedial actions are stored electronically;
- Maintenance of the lettings calendar for managers of support staff teams and the Internal booking system of all external lettings for teaching staff;
- Issuing any necessary access provisions and maintaining up to date access permissions through the School's fob and keycard systems;
- Preparing the contracts for letting property to third parties and outside organisations;
- Liaising with HR to ensure that all necessary safeguarding and insurance requirements are taken and kept up to date and stored electronically;
- Liaising with the Operations Manager to ensure effective lock up and housekeeping arrangements are made in advance;
- Liaising with academic departments and the Assistant Head Co Curriculum to ensure that any lettings do not conflict with or compromise the core educational activity of the School;
- Working with the Finance Team to raise charges for Visiting Teachers working under service agreements, including visiting music and language teachers.

Continued on following page. 

Responsibilities:

- Demonstrate a continual commitment to safeguarding and promoting the welfare of children and young people
- To uphold St Chris policies to protect and safeguard pupils in order to secure their health, safety and wellbeing
- Demonstrate a continual commitment to the promotion of equity, inclusion and diversity initiatives and the sharing of best practice in line with St Chris Equal Opportunities policy and procedures
- Ensure the highest degree of confidentiality and data protection of all material

This job description is not contractual or exhaustive but reflects the type and range of tasks, responsibilities and outcomes associated with the role. The postholder will be expected to also complete any tasks, as requested by the Operations Manager, COO and Head.





stChris

Person Specification



Qualifications, training and experience

- Good level of education to at least GCSE standards or equivalent;
- Knowledge of current legislation impacting upon the delivery of services (i.e. equal opportunities, data protection, health and safety, safeguarding etc);
- Relevant administrative experience of working within a busy office environment;
- Clear understanding of a school environment;
- Knowledge of database systems

Skills and Abilities

- Very strong system and process skills;
- Extensive experience and use of IT to manage databases, utilise excel for production of reports;
- Able to prioritise own workload;
- Able to communicate effectively with a wide range of people (face to face, telephone, written);
- Able to accept and respond to authority and supervision;
- Able to work as part of a team or own initiative;
- Able to work flexibly to meet the needs of the service;
- Able to work consistently on routine tasks, maintaining a high level of accuracy;
- Proven capability to build and sustain effective working relationships;
- Excellent interpersonal, influencing and relationship management skills;
- Excellent written and oral communication skills;
- Evidence of taking an innovative approach and creative problem solving;
- Ability to use personal initiative;
- Ability to work both independently and as part of a team;
- Evidence of excellent personal organisation and time management skills;
- Commitment to safeguarding and promoting the safety and welfare of children.

Benefits of Working at St Chris

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At St Chris, I have the opportunity and autonomy that I've always longed for.

Maddie, Marketing & Communications Manager

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Welcome to St Chris

Schools are - in truth - nothing more than a collection of people working together, and it is on that understanding that all the incredible things achieved at St Chris come to be. So, 'Hello'; and we mean that.

St Chris is a lot of things, all at the same time.

St Chris is an independent school for boys and girls aged 3-18.

St Chris is a community of young people from across the local area, the country, and the world.

St Chris is something unmistakably different from the moment you arrive.

St Chris is an outstanding, modern school with an important, progressive heritage.

1

Pension Scheme

Competitive pension scheme with 8% employer contribution plus an additional up to 4% personal sacrifice matched.

2

Westfield Health Plan

Complimentary opt-in Level 1 Westfield Health Plan with the option to scale up your plan with salary sacrifice.

3

Free Lunch

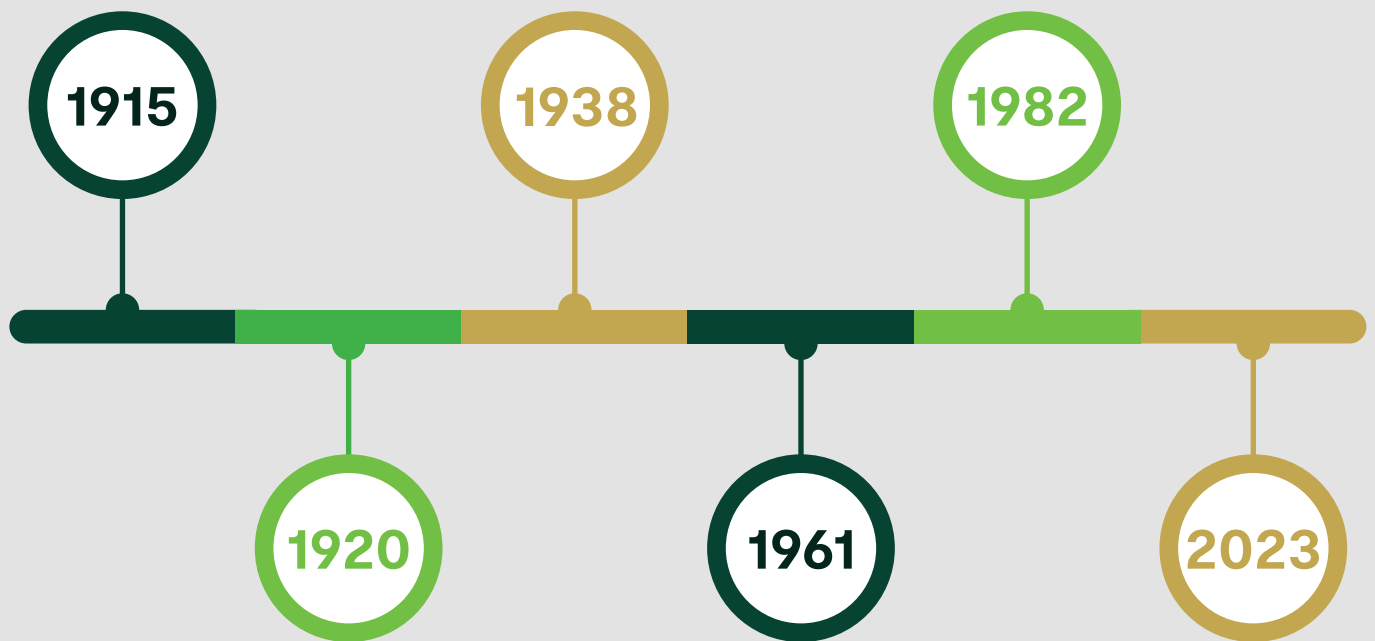
As part of a non-contractual agreement. Free vegetarian lunches are provided to staff during term time.

4

Facilities

Access to the school's on-site swimming pool and gym.

A Brief History of St Chris



St. Chris Established

St Christopher School (then known as the 'Garden City Theosophical School') was established in 1915 by headmaster, Dr. Armstrong Smith, ready for a new style of education.

Initial Meeting of the School Council

The Council consisted of 32 students and staff and met on a fortnightly basis to discuss and legislate on school matters. From December 1920, decisions made by the Council were later ratified by a meeting of the whole school.

Abolishing Uniform

Following a protest in the school magazine, the School Council discusses abolishing school uniforms for boys. The motion is, eventually, passed but no action is taken. During the war, clothing rationing and difficulties for parents meant that uniform was relaxed in 1938.

Swimming Pool Built

Parents contribute an initial £600 towards building the school swimming pool and pupils aim to raise £1000 themselves in 1961. The community pulls together to remove topsoil, excavate and build the pool. By 1968, the pool and changing rooms were completed.

Theatre and Sports Hall Open

A drama festival of eight plays marks the opening in 1982. Over the next decade, the enthusiasm of pupils allowed an average of five school productions each year, ranging from *Twelfth Night* and *Three Sisters* to *Blood Wedding* and *Accrington Paris*.

Present Day

Today, St Chris is a vibrant, thriving community working together. We believe in the benefits of an informal approach underpinned by the belief that all voices, from the youngest member of the nursery to the chair of governors, should be listened to and treated respectfully.



Let's work together.

Piqued your interest? We thought so.

At St Chris, we do things differently to benefit our young people and community. Looking for a new challenge? Looking to have an impact? Searching for a job that gets you thinking?

Apply for this role at www.stchris.co.uk/vacancies.

How to apply

To apply, please complete an application form (we do not accept CVs as an educational institution) and submit this, together with a covering letter to the People team at hr@stchris.co.uk. If you would like a conversation regarding this opportunity, please contact Zoe Weaver, Director of People at 01462 650962.

Please also complete the Equal Opportunities Monitoring form which will be immediately detached from your application.

St Chris is committed to safeguarding and promoting the welfare of children. Applicants will be subject to child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

St Chris is fully committed to equality of opportunity and diversity and we warmly welcome applicants from all suitably-qualified candidates. We welcome applications regardless of race, colour, nationalist, ethnic or national origins, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability or age.

**The closing date for applications for this role is 5.00pm on 15 April 2024.
Interviews will take place on 30 April 2024.**