

The **Emmbrook** School



Applicant Information Pack: School Operations Officer

Full time

Closing date: 9am Monday 29th June

Applications can be made

by completing the [application form](#)

To arrange a visit or return completed forms contact

Sarah Farndon (Head's PA) - vacancies@emmbrook.wokingham.sch.uk tel. 0118 978 1144



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Bring your organisational expertise to the heart of a thriving school community

For 1st September 2026 | 8am start - term time plus 5 inset days and 2 weeks during school holidays | Full-time: 37 hours per week | Permanent | Grade 7 SCP 25-29 Actual Salary (depending on experience) £33,173-£36,366

You are a highly organised and dedicated professional who takes pride in keeping things running smoothly. This is an opportunity to use your operational skills in a role that makes a real difference every day - supporting staff and helping to create a setting where young people can thrive.

Working closely with the Headteacher, you will ensure compliance across key functions to enable the smooth, safe and efficient operation of the school.

This is a varied and rewarding role where no two days are the same. You will be an invaluable part of our team, helping to foster a positive, organised and welcoming environment for our whole school community.

The Emmbrook is a flourishing school full of energy and high expectations. It was judged good in all areas when last inspected by Ofsted (October 2023).

We offer:

- A culture and ethos where staff work collaboratively, feel valued and are well supported.
- A thoughtful and impactful approach to continuing professional development.
- A strong commitment to the wellbeing of all staff.
- A school where our pupils "are focused on their learning" and "take pride in rising to the school's high behaviour expectations" (Ofsted, 2023).
- Being part of The Circle Trust, giving you access to a network of experienced educational leaders and mentors.

As School Operations Officer you should:

- Take ownership with confidence
- Be a highly organised, pragmatic problem solver
- Remain calm under pressure and be able to manage competing priorities
- Enjoy working with people and building positive relationships
- Work across key functions including information management, data protection, premises and health and safety

To arrange a visit or apply

Sarah Farndon (Head's PA) – vacancies@emmbrook.wokingham.sch.uk Tel. 0118 978 4406

Applications can be made via the [application form](#) on our school website

Closing date: 9am Monday 29th June | **Interview date:** TBC

Please note, applications will be reviewed daily and we reserve the right to close the advert early, should we receive sufficient applications.

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.



Our School

The Emmbrook is a mixed 11-18 comprehensive secondary school. We offer students of all abilities and interests the opportunity to fulfil their potential.

We have a strong sense of community. When Ofsted last visited (October 2023) we were proud of the first line of the report which began "pupils and parents value the 'family feel' of the school and how welcoming it is."

You would be joining an amazing staff body. We are collaborative and supportive. Our CPD programme is organised by staff for staff; such peer-to-peer support allows every member of staff to develop and grow their professional expertise.

The hard work and dedication of staff is leading to rising standards and a track record of academic outcomes improving overtime. We are determined to sustain this journey.

Key Information

Type of School	Academy
Planned Admission Number (PAN)	210
Number on Roll (NOR)	1,317
Ofsted (October 2023)	Good in all areas



Curriculum and Qualifications

We are committed to providing a curriculum that is broad, balanced, challenging and fosters a love of learning. The curriculum is designed to: build on students' prior learning, provide engaging and high-quality learning experiences, and promote aspirational performance and progress for all its students. Each subject area has its own clear statement of curriculum intent, designed to reflect the school's values and vision.

- In KS3, students follow the full breadth of the national curriculum to build a strong foundation of knowledge and skills for KS4.
- In KS4, students have a large degree of freedom to choose subjects that reflect their talents, interests and future aspirations. There is a wide range of GCSE subjects with vocational choices available and students can select four option subjects.
- In Sixth Form, we offer a traditional A-level pathway to university, degree apprenticeship, college or work.

Our students achieve academic excellence at GCSE and A-level. Our most able students out-perform their peers nationally and we support students to take up places at top universities, including Oxbridge. We take great pride in the achievements of all our students at all levels and we recognise that every single member of staff makes a vital contribution to this success.



Pastoral Life

The house system has been an integral part of the school since our inception. It aims to provide an even greater sense of community, competition and a range of opportunities for students to get involved in school life and try new skills. We have four houses: Jupiter (yellow), Mercury (red), Saturn (green) and Venus (blue). Every student in the school is identified within their house through their school ties which has a coloured stripe. Throughout the year there is a programme of inter-house competitions (including sports, academic, artistic and crafts events) which culminates with sports day in July. Students earn house points through the year.

We offer a wide range of clubs to enrich the experience of our students. This includes music (orchestra, bands and choirs), PE (individual and team sports), academic subjects (such as science) and hobbies/interests (for example retro-gaming or crochet). There is a well-established School Council and prefect system, both of which support student voice and provide students with opportunities to contribute to the development of the school. Students from all year groups have the opportunity to go on trips, ranging from day trips to local sites of interest, through to significant residential trips abroad (in recent years to Borneo, USA and China).

Family	Ambition	Integrity	Respect
We support each other in everything that we do.	We are determined to achieve excellence.	We are always honest and do the right thing.	We treat everyone and everything with care.

Our Culture

We have four values (family, ambition, integrity and respect) that form the foundation of our actions. Together, the first letter of these four values form the word 'fair' – this is our guiding principle; we act with fairness at all times.



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 the school office.

We'd love to have a cuppa with you!



Job Description

Salary

Grade 7 SCP 25-29 | Actual Salary (depending on experience) £33,173-£36,366

Contract

8am start - term time plus 5 inset days and 2 weeks during school holidays | Full-time: 37 hours per week | Permanent

Reporting to

SLT line manager

Start Date

1st September 2026

Job purpose

As School Operations Officer you will support the Headteacher in the safe and efficient operations of the school

Duties & Responsibilities

Leadership

- To embody the values, vision and ethos of the school
- Ensure that all school operations are efficient and effective, leading the day-to-day work of the support staff team
- Participate in training activities and improve professional expertise as required
- Comply with policies and procedures relating to safeguarding, health and safety, security, GDPR, reporting all concerns to an appropriate person
- To be the key Circle Trust and School contact for operational matters and attend meetings as required.

Information Management

- Ensure collection of payroll information is accurate, approved and communicated to central finance in a timely manner
- To support in the maintenance of a fully compliant Single Central Record
- Real time recording of absences, sickness and annual leave
- Working with the relevant line managers and members of SLT to ensure appropriate Return to Work and Occupational Health procedures are followed and recorded.
- Maintain and keep records in accordance with the school's record retention schedule and data protection law
- Supporting the shared trust team updating Arbor (MIS) for the workforce school census
- Delegation of day-to-day tasks as required.

Health and safety

- To be responsible for the maintenance and security of the school site
- To lead and be responsible for the school's compliance with health and safety regulations
- To support the Headteacher in the completion of incident forms, risk assessments and action cards
- To support the Headteacher in the review of all management plans for example, lockdown, cyber, fire evacuation, asbestos
- To manage the first aid provision for the school (including supporting organisation of medicines and care plans); ensuring that the statutory training for first aider is up to date and compliant.

Premises Management

- Responsible for coordinating the day-to-day tasks of the premises team to ensure timely delivery of all planned maintenance and statutory checks via iAM Complaint tracking software
- Responsible for ensuring competency documentation is in place for all contractors
- Supporting minor project work and large building works, obtaining necessary estimates and quotes following all procurement policies
- Oversee any letting agreements on the school premises to outside organisations including extra-curricular activities
- Management and authorising signatory for an office operations capitation budget
- Responsible for managing the use, maintenance and safety of the school minibus
- Monitor and report to the Headteacher on Trust contracts, catering, cleaning and IT.

Data Protection

- To support the school Data Protection Officer, ensuring compliance with the requirements of General Data Protection Register (GDPR)
- To maintain record keeping via GDPRiS software in respect of all relevant data protection issues
- To undertake the administrative duties for Subject Access and Freedom of Information requests liaising with the Trust Data Protection team
- To attend Data Leads meetings as appropriate.

Administration

- To lead and be responsible for the day-to-day management of the school office, ensuring all parent, carers and other visitors receive a courteous and warm welcome
- To work with the Trust to complete the onboarding processes for newly appointed staff
- To ensure all new starters have relevant logins; Scopay, GDPR, Reprographics, ID badges, laptops (if required), are allocated to appropriate staff lists and email distribution groups. Complete a HSE check
- To complete an off-boarding checklist for all staff leavers
- Ensuring all stakeholder queries are effectively managed and complaints appropriately uplifted to SLT
- To ensure that all safeguarding procedures are followed for all entry into the school site
- To lead in the preparation of the premises for all special events
- To support the arrangement of school trips as required to ensure relevant risk assessments and medical information is in place
- To oversee and ensure all communications sent by the school are accurate and timely as required
- To assist as required to ensure that all staff training requirements are up to date and compliant.

This role 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 training

Criteria		Essential	Desirable
1.	Good general education with a minimum of English and Maths GCSE grade 4 or equivalent	✓	
2.	Competent user of Microsoft Office systems	✓	
3.	Knowledge of Arbor software desirable		✓
4.	Health and safety training		✓

Experience

Criteria		Essential	Desirable
5.	Experience of working in a school office environment, previous experience as an Administration Lead		✓
6.	Experience of administrative record-keeping	✓	
7.	Line management experience		✓
8.	Experience of project or change management		✓
9.	Experience of human resources or data protection		✓

Skills and understanding

Criteria		Essential	Desirable
10.	Experience of financial systems and controls		✓
11.	A working knowledge of procurement, facilities management, contracts and services, health & safety and data protection		✓
12.	Knowledge and understanding of GDPR		✓
13.	Knowledge of Human Resources including policies, codes of practice and legislation		✓
14.	An understanding of resource management and procurement		✓
15.	An ability to use initiative, delegate tasks and manage own workload to meet deadlines with a meticulous eye for detail	✓	
16.	Excellent written and verbal communication to a variety of audiences	✓	
17.	Ability to identify and manage potential risk	✓	
18.	Able to lead projects	✓	
19.	Ability to work independently as well as work collaboratively with other team members	✓	
20.	Ability to build effective working relationships with staff and other stakeholders	✓	

Personal qualities

Criteria		Essential	Desirable
21.	Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	✓	
22.	Commitment to acting with integrity	✓	
23.	Commitment to always maintaining confidentiality	✓	
24.	Commitment to safeguarding and equality	✓	
25.	A sense of responsibility and accountability	✓	
26.	Empathy, respect and a caring attitude for all school stakeholders	✓	
27.	Ability to maintain a positive and professional demeanour, remaining calm under pressure	✓	
28.	Flexible, approachable, committed and resourceful – prepared to attend evening meetings and work during school holidays when appropriate	✓	



Photo taken by Stewart Turkington Photography

About Wokingham

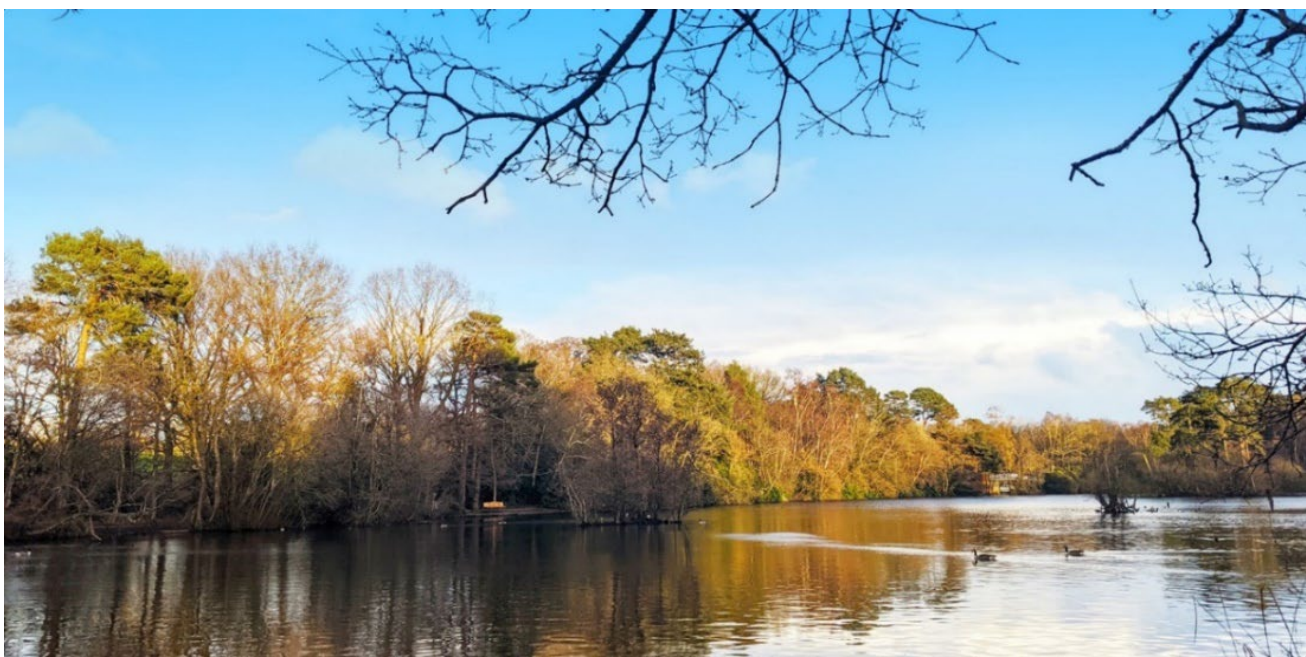
Wokingham has plenty to offer and our historic market town is by no means standing still. We are coming to the end of a £100m town centre regeneration programme and the population continues to grow.

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 School	Visits to the school are warmly welcomed, please contact Sarah Farndon (Head's PA) – vacancies@emmbrook.wokingham.sch.uk to arrange a visit.
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 school will contact your referees without further reference to you.
Equal opportunities monitoring form	<p>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.</p> <p>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.</p> <p>Prior to shortlisting this information will be removed from your application form and used only to provide data for statistical purposes.</p>
Application closing date	<p>The closing date for applications is 9am Monday 29th June. Applications can be via the application form on our school website.</p> <p>Please send your application to Sarah Farndon (Head's PA) - vacancies@emmbrook.wokingham.sch.uk tel. 0118 978 4406</p> <p>Applications will be acknowledged by email on the next school day.</p> <p>Please note, we will be reviewing applications on a daily basis and reserve the right to close the advert early.</p>
Interview date	TBC
Shortlisting	Shortlisting will be against the 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.
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 up 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.

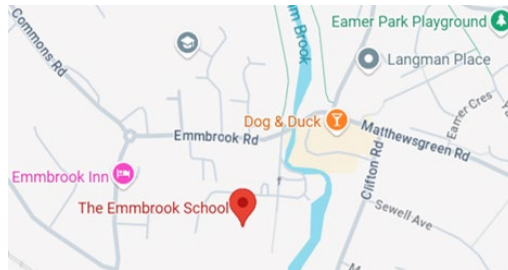
If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice.

Thank you for your interest. If you have any questions or wish to arrange a visit, please contact the school office.



The Emmbrook School

**Emmbrook Road
Wokingham
RG41 1JP
0118 978 4406**



The Emmbrook School is an academy and part of The Circle Trust.

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.

