



JOHN RANKIN SCHOOLS

'Inspired to Learn – Challenged to Achieve'

Garford Crescent, Newbury, Berkshire, RG14 6EX - Telephone: 01635 42376
email: recruitment@jrs.w-berks.sch.uk

John Rankin is a three form entry nursery, infant and junior school federation on the edge of Newbury. We are looking to recruit an

Operations Manager

**GRADE H/I - Permanent position, 37 hours a week
Term time only (plus some work in the holidays to be negotiated)
£27,741 - £36,922 FTE (£23,515 - £31,297 Actual)**

Are you:

- Focused, organised and enthusiastic? Someone with a can do attitude? Proactive and reactive? A strong communicator that leads teams by example?
- A people person, able to bring out the best in the people you manage?
- A confident leader, keen to be part of the strategic development of a school?
- A problem solver, eager to support teachers to provide the best education for our children?
- Passionate about ensuring the smooth day to day running of school administration?
- Excited by Health and Safety? IT development? Marketing? Facilities and premises?
- Able to strive to get the best value with every contract you negotiate?

We can offer:

- An opportunity to make a real difference to our children as part of the senior leadership of the school
- Strong team working and support from members within our unique 'Schools Business Team'
- Scope to further develop a vital role within the largest primary school in West Berkshire
- A forward thinking school united in the drive to raise standards in all aspects of school life
- Commitment to providing continuing professional development opportunities
- A focus on well-being and a positive work life balance
- A very competitive salary

Our schools are a thriving and creative environment, where everyone matters – come and join our family. Please feel free to phone the school to arrange an informal chat with the Headteacher.

Also, take a look at our website <http://www.jrs.w-berks.sch.uk> for further information about our school. Application forms available from the school office and on our website.

Closing Date: 9am, 2nd November 2020

Interviews: 5th November 2020

John Rankin Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Successful candidates will be subject to enhanced DBS disclosure and checks with previous employers.