

St. Crispin's  
Excellence for all



# Excellence FOR ALL

Applicant Information Pack:  
School Operations Officer  
Full time

**Closing date: 9am Monday 29<sup>th</sup> June**

Applications can be made  
by completing the **application form**

To arrange a visit or return completed forms contact  
Sarah Hales - [haless@crispins.co.uk](mailto:haless@crispins.co.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.

### You will:

- 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

### Why Join Us?

- A warm, friendly and supportive team
- A diverse, rewarding role at the centre of school life
- The opportunity to make a genuine difference every day
- Support and development through The Circle Trust

**Visits to the school are warmly welcomed!**

### To arrange a visit or apply

Contact Sarah Hales - PA to Headteacher [haless@crispins.co.uk](mailto:haless@crispins.co.uk) | Tel: 0118 978 1144  
Applications can be made by completing the [application form](#) on our school website

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

***Please note, we will be reviewing applications on a daily basis and 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

St Crispin's is a mixed comprehensive secondary school. We offer students of all abilities and interests the opportunity to fulfil their potential.

We believe in promoting excellence in an atmosphere where students can learn, enjoy, grow and support each other.

We have a strong focus on the basics: excellent learning and teaching, a safe, disciplined environment and an ethos that promotes high aspirations.

Good qualifications are the key to a young person's future success and for this reason, they are our main priority. Nevertheless, developing young people to become well-rounded, articulate, confident and happy is of equal importance.

We have a wonderful team of committed staff that provide support, challenge and expertise to enable every student to achieve.

### Key Information

<b>Type of School</b>	Academy
<b>Planned Admission Number (PAN) for Year 7</b>	210
<b>NoR</b>	1548
<b>Ofsted</b>	Good (2022)
<b>% SEND Students</b>	16
<b>% EAL Students</b>	28
<b>% Pupil Premium Students</b>	12

### Results

<b>Attainment 8</b>	51.94
<b>English and Maths GCSE</b>	58% 5+
<b>A Levels</b>	B-





## Headteacher's welcome

Thank you for your interest in the School Operations Officer position at St Crispin's School. I am delighted to extend a very warm welcome and to share with you a sense of what makes our school such a vibrant, ambitious, and rewarding community to be part of.

St Crispin's is a thriving mixed comprehensive school in Wokingham, and I hope that as you learn more about us, you gain a genuine understanding of our core values and what a special place this is for young people to excel. While this pack provides a helpful insight, I would strongly encourage you to visit us in person. Only by walking our corridors and talking to our students and staff can you truly appreciate what we stand for and the purposeful, supportive atmosphere that defines us.

At the heart of our work is our vision of "**Excellence for all.**" We believe that every single student deserves the opportunity to be successful, and our aim is to help each of them become the very best version of themselves. Our students are happy, engaged, and ambitious, and they frequently express how much they value the excellent support they receive from our dedicated team of staff.

We take pride in focusing on the fundamentals of a great education:

- high-quality teaching and learning,
- a safe, disciplined environment, and
- an ethos that nurtures aspiration and personal growth.

While strong academic outcomes are crucial in opening doors for young people, we also place great importance on developing the whole person. We want our students to leave us as confident, respectful, well-rounded individuals who are equipped to thrive in life beyond school.

I am privileged to lead a committed, talented team of professionals who consistently go the extra mile. Our teachers are passionate about their subjects and dedicated to delivering stimulating, engaging lessons. Equally, our support staff work tirelessly to ensure that our students receive the best pastoral care and educational experience possible.

St Crispin's offers a wide range of extra-curricular activities that enable our students to broaden their horizons and pursue new interests outside the classroom. We are proud of the rich opportunities we provide and the positive impact these have on students' confidence, wellbeing, and enjoyment of school.

Thank you once again for considering joining us. If you have any questions or would like to arrange a visit, please contact our main office on **0118 978 1144** or by email at **contact@crispins.co.uk**. We would be delighted to welcome you and to share more about our vision for the future.

Yours sincerely,  
**Peter Griffiths**  
Headteacher





## Pastoral system

Our school ethos for many years has been 'Excellence for All' and it is very much at the heart of all that we do. Indeed, we strive for excellence **from** all to ensure that there is a positive culture within our community to be the best that we can. We work to ensure that students not only leave with the best possible academic results that they can be proud of, but also key skills for the working world which are individualised to their needs and the path they wish to follow.

**We offer enrichment beyond the classroom as much as possible, and stakeholders speak highly of the opportunities that the school offers. We tailor the curriculum termly for each year group to develop key life skills and virtues such as respect and resilience.**

Our commitment to preparing young people for the wider world is reflected in not only our very low NEET figures but the increasing number of young people who choose to stay at the school for their post-16 studies and the number of external students that join us for the Sixth Form.



## Our culture

The importance we place on values and positive behaviour ensures a culture within the school where students recognise that whilst they do have rights such as 'to learn' and 'to be heard', they also have a responsibility to respect one another as well as the wider community. This underpins the behaviour procedures which staff are consistent in implementing. We continually review the effectiveness of policies and approaches, and staff are encouraged to reward students for positive behaviour and for showing respect to our community.



# About The Circle Trust

The Circle Trust, established in 2018, was created to serve Wokingham and the surrounding 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



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

<b>Salary</b>	<b>Grade 7 SCP 25-29   Actual Salary (depending on experience) £33,173-£36,366</b>	<b>Reporting to</b>	<b>SLT line manager</b>
<b>Contract</b>	<b>8am start - term time plus 5 inset days and 2 weeks during school holidays   Full-time: 37 hours per week   Permanent</b>	<b>Start Date</b>	<b>1st September 2026</b>

## Role 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

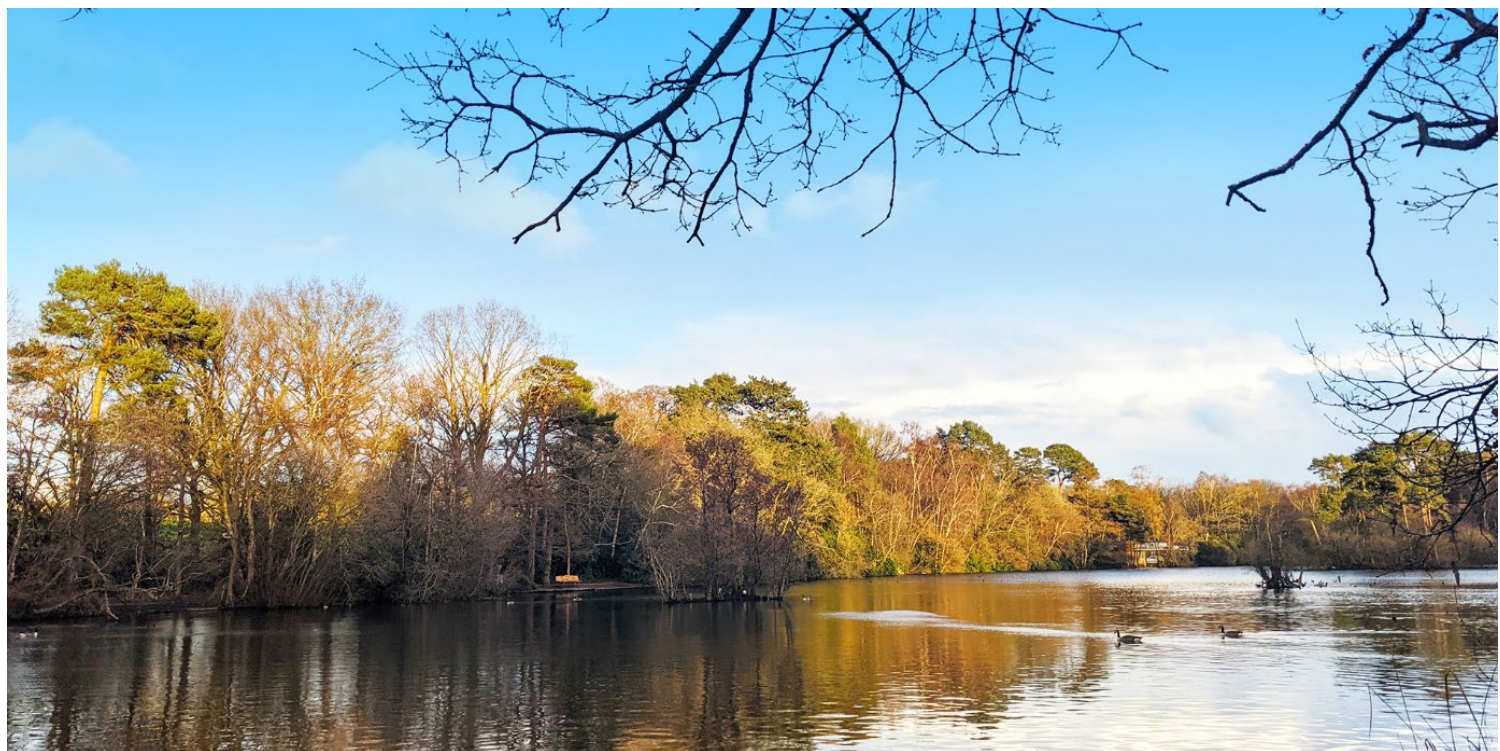
Wokingham has plenty to offer and our historic market town is by no means standing still. We are coming to the end of a £100m town centre regeneration programme and the population continues to grow.

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, to name a few! 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 St. Crispin's are warmly welcomed. To arrange a visit, please contact Sarah Hales - PA to Headteacher [haless@crispins.co.uk](mailto:haless@crispins.co.uk) or on: 0118 978 1144

## Application form

Please complete the [application form](#). You should ensure that your personal statement is no more than two pages of A4.

## 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

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.

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 opportunity 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.

Prior to shortlisting this information will be removed from your application form and used only to provide data for statistical purposes.

## Application closing date

The closing date for applications is **9.00am, Monday 29<sup>th</sup> June**. Applications can be made using the [application form](#) on our school website.

Please send your application to Sarah Hales - PA to Headteacher [haless@crispins.co.uk](mailto:haless@crispins.co.uk) or on: 0118 978 1144 Applications will be acknowledged by email on the next school day.

Please note, we will be reviewing applications on a daily basis and reserve the right to close the advert early.

## 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 criteria will be invited to interview.

Interview date

TBC.

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 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

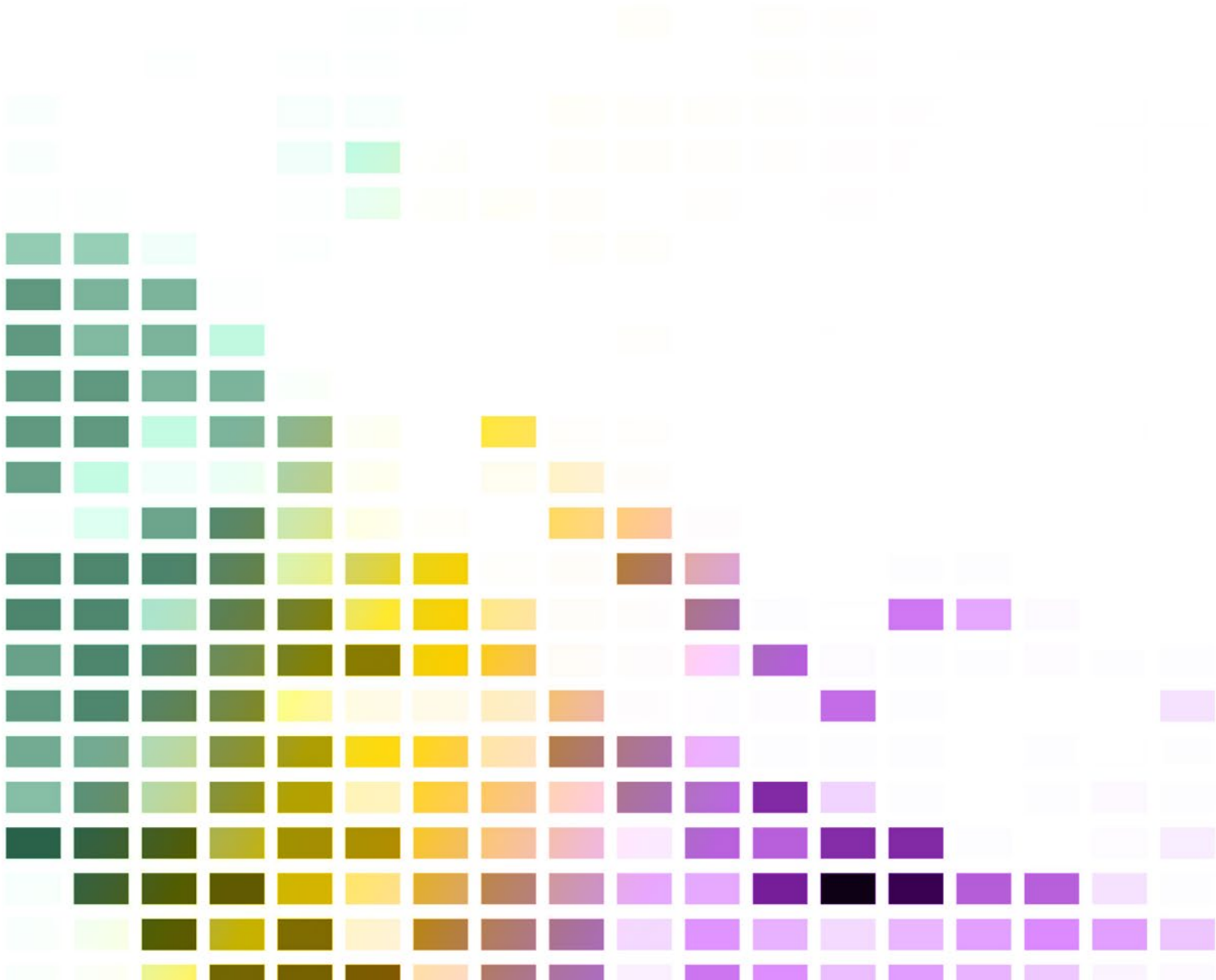
In completing this application form you should refer to the Recruitment Privacy Notice on our website. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice.

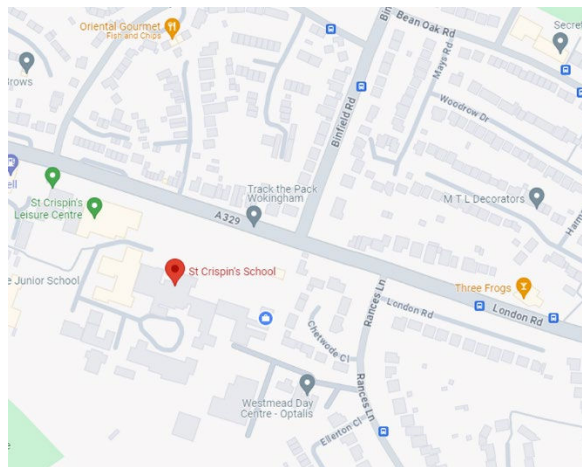
If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Staff Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed 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 Sarah Hales either via email [haless@crispins.co.uk](mailto:haless@crispins.co.uk) or call on 0118 978 1144.





St. Crispin's School  
London Road  
Wokingham  
Berkshire  
RG40 1SS

t: 0118 978 1144  
[www.crispins.co.uk](http://www.crispins.co.uk)



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](http://www.thecircletrust.co.uk)