

Advert – Current Vacancies

Vacancy	Operations Assistant
Grade/Salary	Grade 3 SCP 4 - 6 – 15 hours per week (2 days) £6,741pa to £7,014 (Actual Salary)
Contract	Fixed Term – 30 th September 2022

The Ladder School is looking to recruit an outstanding Operations Assistant to join our team as soon as possible.

This post is for two days per week, term time only plus 5 days; for the successful candidate, days and times can be negotiated to suit the business needs.

The Ladder School is an academy that is part of The Mercian Trust. The Ladder School is a Free School set up by the Trust to offer effective alternative provision for the young people of Walsall.

Based on the edge of Walsall town centre there are excellent links to the local and wider community. The Ladder School operates under a commissioning model, where local mainstream schools will identify students at risk of permanent exclusion and moves them to The Ladder School, to transform their behaviour and enable them to be successful in their future. These students have struggled in mainstream education environments and benefit significantly from the smaller class sizes and additional support on offer at The Ladder School.

The Operations Assistant will be responsible in supporting the Head of Operations to ensure that the school runs effectively. They will provide exceptional support to the Head of Operations in duties to ensure the smooth running of the school on a daily basis.

The applicants must have suitable and appropriate experience in a school setting. All applicants must have a minimum qualification of Grade C/4 in English and Maths at GCSE level.

The successful candidate will be:

- Organised and be able to prioritise workload.
- A team player prepared to work with colleagues and share ideas and resources; demonstrating positive relationships with others
- Has a good understanding of technology
- Has excellent communication skills
- Is calm under pressure
- Proficient in MS Office programmes.
- Committed to their own continuing professional development and contribute towards that of others.
- Innovative and committed to developing solutions to improve processes.
- Committed to equal opportunities and the safeguarding of children.
- Hardworking, committed, reliable and enthusiastic.



A good knowledge of school-based systems such as SIMS and PS Financials would be an advantage.

Staff must have the ability to engage well with students and should be committed to working as part of a close-knit team.

All applicants interested in this post must complete an application form. These can be found on our website, or WM Jobs and returned to recruitment@tls.merciantrust.org. CV's and non- Mercian Trust Application Forms will not be accepted.

The Ladder School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. A copy of the 'Safeguarding Policy' is available to view or download by logging onto the School website: www.theladderschool.org.

This position is subject to an Enhanced Disclosure & Barring Service check (formerly CRB) under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available from the school or by visiting www.crb.gov.uk.

Closing date for applications: Monday 20th September 2021
Interviews: Week commencing 20th September 2021

Previous applicants need not apply.

