

## Job Advert

**Job Title:** Operations Administrator

**Location:** Holy Trinity Church of England School, Crawley, UK

**Position Type:** Full-Time, Term Time Only

**Salary:** NJC Grade 5 plus Crawley Weighting. Actual Salary: £23,126.

**Contract Type:** Permanent

**Start Date:** ASAP or as soon as possible

- Are you a highly organised professional looking to play a key role in the smooth running of a vibrant school environment?
- Do you have a passion for providing exceptional administrative support and a "can-do" approach to problem-solving?
- Are you a team player who thrives in a diverse and multicultural setting founded on mutual trust and respect?
- If so, then we want to hear from you!

### About Holy Trinity Church of England Secondary School

About Holy Trinity Church of England Secondary School:

Holy Trinity Church of England School is a vibrant and inclusive community located in Crawley, a culturally rich and diverse town. Crawley has fantastic transport links sitting halfway between Croydon and Brighton on the M23 corridor. There is also a fast train service between London Victoria, East Croydon, Haywards Heath and Brighton, in addition to other lines that serve the South. The school operates a minibus service for staff at the start and end of the day serving the three stations in Crawley (Ifield, Crawley and Three Bridges). The school is also the most well connected by bus of the six secondary schools in this area.

Rooted in Christian values, our ethos is underpinned by four key elements: dignity, community, wisdom, and hope. We are dedicated to inspiring every student and providing an environment where they can truly excel, both academically and personally.

We are committed to creating a diverse and inclusive environment and warmly encourage applications from individuals of all backgrounds, cultures and experiences. We believe that a variety of perspectives enriches our community and enhances our ability to serve and support everyone in our school community. We welcome people from all ethnicities, faiths, abilities, genders and sexual orientations, and are dedicated to providing equal opportunities for all. If you're passionate, driven and share our belief in the key values of dignity, community, wisdom and hope which underpin our school then we invite you to apply and bring your unique voice and talents to our team.

## The Role

We are seeking a dedicated and versatile Operations Administrator to join our administrative team. Reporting to the Senior Operations Officer, you will provide essential support across multiple school functions, including general administration, careers coordination, and First Aid provision. This is a dynamic role requiring a candidate who can remain calm under pressure, maintain strict confidentiality, and engage effectively with both children and adults.

## Key Responsibilities

- **General Administration:** Provide comprehensive support for school-wide admin tasks, including SLT support, communications, and reprographics.
- **Careers Support:** Organise and implement the Work Experience placement programme for Key Stage 4 and 5, liaising with employers and monitoring progress via platforms like Unifrog and Compass+.
- **First Aid Provision:** Act as a 'Lead First Aider', assessing and treating students, maintaining medical records on the MIS system, and facilitating school-wide immunisation programmes.
- **Communication:** Maintain effective displays and bulletins for work-related opportunities, ensuring clear communication with parents, staff, and students.

## Essential Qualifications and Experience

- Educated to at least Level 2 (GCSE A\*-C or equivalent) in English and Maths.
- Proficient in the use of Word, Excel, and other office programs with excellent data entry skills.
- A confident and courteous telephone manner with a strong "customer service" ethic.
- The ability to act with diplomacy and discretion when dealing with confidential information.
- Previous experience in an educational setting is essential for this role.
- Willingness to obtain Enhanced DBS clearance and abide by all school safeguarding policies.

## Why Join Us?

- Be part of a community that truly values dignity, community, wisdom, and hope.
- Work in a supportive, collaborative environment where your contribution is vital to the school's leadership and capacity for learning.
- Make a positive impact on the lives of young people through your support in careers and First Aid

## How to Apply:

To apply, please complete the application form available on the website, together with a covering letter outlining your suitability for the role. This must be emailed to [hr@holytrinitycrawley.org.uk](mailto:hr@holytrinitycrawley.org.uk) by 9am on Friday 13<sup>th</sup> March 2026. Interview – TBC.

For further information about the role or to arrange a visit, please contact Jessica Knight [hr@holytrinitycrawley.org.uk](mailto:hr@holytrinitycrawley.org.uk)

The closing and interview dates are a guide only. We intend to review applications as they are received and call those shortlisted for immediate interview. An early application is advised, as once we have appointed, we will close the recruitment process.

### Safeguarding Statement

This school and West Sussex County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an appropriate Disclosure and Barring Service check along with other relevant employment checks, including satisfactory references.