



**Trust Operations Administrator - Somerset**  
**Based at The Hayloft, Dillington House, Ilminster**  
**NJC Devon Grade D SCP 8 Actual Salary £25,992**  
**37 hours per week / 52 weeks per year**

The Academies for Character and Excellence has seventeen Primary Schools and two Pre-schools covering Torbay, Devon and Somerset making up a dynamic and innovative learning organisation.

We live our mission and return to this constantly to help guide every action. At the heart of all we do is the pursuit of excellence; we want to grow an exceptional trust, comprised of excellent schools. We are achieving this through our shared core values of collaboration, community, Integrity, equity, and of course uncompromising excellence. We are truly collaborative, and we work together within and across our schools to ensure that all our children and members of staff achieve their potential.

As part of our dedicated and hard-working Central Team, we are seeking to appoint an outstanding, operations administrator, who is committed to excellence, inspired to furthering their career and will be able to contribute to the health & safety and premises compliance of our Trust.

We are looking for a Trust Operations Administrator in Somerset to support the daily operations of our family of primary schools. The operations administrator's responsibilities will include liaising with contractors, compliance record keeping and asset inventory, maintaining records, responding to maintenance issues and providing administrative support as needed.

This role will suit someone with previous experience of working in an operationally demanding role and knowledge of an educational setting would be an advantage. It is essential to have good planning and people management skills and the post will particularly appeal to people who thrive on the buzz of unpredictable daily challenges in a busy school community. Academies for Character and Excellence operates collaboratively so liaison with other schools within the Trust, including travel to other sites is a feature of the role.

**To be successful as an Operations Administrator you should be able to:**

- Demonstrate experience as an operations administrator or in a similar position.
- Display strong organisational and administrative skills.
- Excellent communication skills, both written and verbal.
- Proficiency in Microsoft Office and data management software.
- Detail-oriented with strong analytical and problem-solving skills.
- Ability to multitask
- Be highly organized and thrive under pressure.
- Self-motivated, reliant, diligent, analytical and numerate, Solution focussed positive attitude
- High attention to detail
- IT literate and confident working on systems and excel

Interested? If you would like to join a trust and be part of a supportive and highly skilled team, and if you can inspire others and enable them to reach their full potential, then we would welcome your application. We offer excellent opportunities and development for all our staff throughout their careers.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS clearance is required for this post.

If you would like any more information on the role please contact Charlotte Wilson our HR Advisor in the first instance on 07762 859361.

An application pack is available to download either from Devon Jobs, our website <https://www.acexcellence.co.uk/ace-trust-vacancies> or by emailing [charlotte.wilson@acexcellence.co.uk](mailto:charlotte.wilson@acexcellence.co.uk)

All applications must be completed and submitted to [recruitment@acexcellence.co.uk](mailto:recruitment@acexcellence.co.uk) by **9am** on **Friday 17<sup>th</sup> January 2025** with interviews planned for week commencing **20<sup>th</sup> January 2025**