

Job Description

MAT Operations Assistant

Position:	MAT Operations Assistant
Location:	MAT Head Office
Job status:	Permanent
Hours of work	Full Time
Working Pattern	Monday to Friday
Salary:	BAND F £28,597-£31,022
Pension:	Access to LGPS pension scheme
Application deadline:	3 rd October 2025
Expected start date:	November 2025 (or before by arrangement)
Provisional interview date:	tbc

Vision Statement:

Achieving excellence together through collaboration, expression, citizenship and inspiration.

Context and purpose of the job:

The Operations Assistant will support the effective operational functions across the Multi-Academy Trust. This includes assisting with the administration of compliance, estates, health and safety, procurement, and other support services. The post holder will provide assistance to ensure smooth day-to-day operations and provide administration support for projects that enhance the trust's efficiency and compliance working in conjunction with the Trust Operations Manager (TOM) and Chief Operating and Finance Officer (COFO).

MAT Operations Assistant – personal profile:

As a hardworking and committed individual, you will have an exceptional drive to add value to every aspect of your work. You will demonstrate a commitment to learning and developing your skills and applying these for the benefit of the trust.

You will be adept at working to deadlines under pressure, managing conflicting priorities; you will display a calm and measured approach. You will have exceptional attention to detail and strong planning skills.

Finally, you will have the knowledge and understanding of the landscape, within which a Multi Academy Trust operates.

Detailed duties and responsibilities:

Administrative Support

Key Deliverable: Ensure knowledge and understanding in the operation and use of the trusts compliance management systems.

- Provide administrative support to the TOM and COFO.
- Maintain accurate records, databases, and filing systems.
- Coordinate meetings, take minutes, and follow up on action points.
- Update and utilise the compliance management system.

Policies & Procedures

Key Deliverable: Coordinate the review of trust policies and operating procedures in accordance with the trusts aims, ensuring an up-to-date and maintained suite of policies and standards of procedure.

- Support the maintenance of statutory compliance records (e.g. health & safety, risk assessments, fire safety logs).
- Assist with the coordination of policy updates and version control across the trust.
- Monitor completion of mandatory training, audits, and checks.

Health & Safety:

Key Deliverable: Assume day-to-day administration responsibilities for H&S documentation, audits and compliance management system.

- Assist with accident and incident reporting procedures.
- Maintain records of health and safety audits inspections.
- Support the organisation of safety training and drills.
- Maintain accurate records and documentation, and report to the TOM and COFO on matters relating to Health & Safety.

Estates Procurement & Contracts

Key Deliverable: Administer and support the trust with estates procurement of FM and estates related activities and assist with related contract register administration.

- Help manage supplier relationships and obtain quotes for goods and services.
- Maintain the contracts register and monitor renewal dates.
- Obtain purchase orders and invoices in line with trust procedures.

Facilities & Estates:

Key Deliverable: Update and maintain the compliance management system to ensure compliance with regulatory and statutory requirements related to services, maintenance, facilities and estate management.

- Coordinate and monitor routine maintenance and repair work in liaison with the Trust Operations Manager.
- Support the administration of capital and refurbishment projects.
- Monitor and report on site compliance logs (e.g. legionella, asbestos) via compliance management system.

General Support

- Liaise with schools to gather data, disseminate information, and provide administrative support.
- Travel to academies as needed to attend meetings when required.
- Assist with GDPR related administration including but not limited to SAR and FOI requests.
- Support with marketing and events administration whilst ensuring all brand guidelines are adhered to.
- Update and monitor Trust Websites via content management system for accurate and up to date content.

Person Specification

Essential:

- Excellent administrative and organisational skills.
- High attention to detail and accuracy.
- Strong communication skills, both written and verbal.
- Proficiency in Microsoft Office.
- Ability to work independently and as part of a team.
- Flexible and proactive approach to work.

Desirable:

- Experience working in a school or education setting.
- Knowledge of compliance areas (e.g. H&S, estates, safeguarding).
- Familiarity with procurement processes or administration.
- Driving license and access to a vehicle.
- Experience using compliance management systems.

This role profile is not exhaustive and is subject to review in conjunction with the post holder and according to future changes/developments in the service.

Job environment: The post holder will work in both head office and school environments, which can be challenging and rewarding in equal measure. The post will involve some travel to and from schools across Wirral.

Supervision: The post holder will report directly to the TOM and the COFO. The post holder will be subject to the trust's performance management and development processes.

Health and Safety/Safeguarding: The post holder must comply with policies and procedures relating to health and safety, security, confidentiality, data protection, vulnerable adults and safeguarding children, and preventing extremism and radicalisation; and report all concerns or disclosures to the appropriate person.

Oak Trees MAT is committed to safeguarding children and adults and expects all staff and volunteers to share that commitment. Our primary concern is always the safety and wellbeing of children.

Oak Trees MAT will provide a programme of induction and training to include Health & Safety and Safeguarding, and will make external training available as required.

Equalities: Oak Trees MAT is an equal opportunities employer and a disability confident employer. The post holder will be aware of and support the principles of equality and diversity to ensure that students have equality of opportunity to learn and develop.

Disclosure of Criminal Convictions / Cautions: Because Future Education offers education to people under the age of 18; all positions are exempt from the provisions of the Rehabilitation of Offenders Act 1974. You are therefore not entitled to withhold information about any convictions/cautions, etc. including those which for other purposes are 'spent' under the provision of the Act.

Police Checks: All employees/volunteers are required to undertake a full DBS disclosure check prior to commencing employment. The successful applicant will be required to complete a disclosure form for the School to undertake a criminal record check to confirm the existence and/or nature of any record of criminal convictions or other relevant information.

Additional information: Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.

Application Guidance

When completing your application form, please refer directly to the Context and Purpose of the Job and Personal Profile sections of the job description.

Please include relevant details of your training, experience, knowledge and skills in relation to these sections. Applications will be shortlisted for interview on the basis of this.