



JOB DESCRIPTION

Department:	Millfield Enterprises
Role:	Operations Assistant (Multi Campus)
Responsible to:	Enterprises Operational Manager
Job Purpose:	To keep an overview of the operational and logistical requirements of Millfield Courses, Camps and other Enterprises events as required, in particular the provision of resources and facilities.

MAIN DUTIES AND RESPONSIBILITIES

- Safeguarding children is the responsibility of all members of Millfield staff.
- You are to work closely with the Enterprises Operational Manager.
- You are to provide a link between all departments and will work across all campuses – full driving licence required. (You will be accommodated on one campus).
- You are to read and understand the Staff Guide and be familiar with our policies for the welfare and safeguarding of children. You are to help to facilitate the smooth running of courses, camps and events.
- You are to report as soon as possible to the Enterprises Operational Manager any matters (real or apparent) of unprofessional behaviour on the part of the staff and of indiscipline, misbehaviour, major complaint, accident, illness or personal problems among the participant body.
- You are responsible for maintaining and updating our resource inventory and ensuring our storage facilities are clean and tidy so that our assets are kept in a way that is commensurate with their value to the organisation and the operation of our courses, camps and events.
- You are to ensure that duties are completed to a high standard.
- You are to arrange the effective deployment of Activity staff when allocated to you to ensure all jobs are completed efficiently and effectively.
- You will be required to work alongside staff from other departments when needed.
- You are to help with any school organisational issues regarding event set-up and break down when required.
- You are to assist with other departments of Millfield School as directed by the Operational Manager where help is needed.
- You are to support with logistics matters for all Courses, Camps and events when required.

OTHER

- Apart from your responsibilities as Operations Assistant you are expected to take a full and active part in Millfield Enterprises Course, Camps and events life. This will include attending meetings and doing everything to ensure the participants have a memorable and rewarding stay.
- You are to participate in and help with Staff Induction
- You are to behave in a professional manner at all times ensuring that your conduct in front of participants and other staff is of the highest standard, and that you set an example in your role.
- You will be representing the good name of Millfield School at all times.
- Any other duties that your line manager sees fit providing that such duties are appropriate to your role.

PERSONAL SPECIFICATION

- Be well-equipped and prepared for the responsibility that comes with being Operations Assistant
- Have prior experience with the supervision of children.
- A good team member but must be able to work on own initiative.
- Self-motivation and the ability to motivate others.

- Use of IT packages including, Microsoft Office, Outlook, Word, Excel
- Excellent communication skills.
- Ability to adapt to a changing environment.
- A First Aid qualification is desirable. Please make sure a copy of your certificate is available.
- Must hold a full and current driving licence.

Millfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment, as such you are required to attend necessary child protection training and participate fully in activities that ensure the school stays compliant with statutory child protection and safeguarding guidelines issued to the School by ISI and Ofsted.

Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.

The school will not unfairly discriminate against any applicant for employment on the basis of conviction or other details disclosed. The school makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically bar them from employment with the school. Each case will be decided on its merits in accordance with the objective assessment criteria.

All positions within the school are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered "spent" except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.

“ I understand the duties and commitment statement listed above.

“ I require clarification of the duties listed above.

Signed:.....

Print Name:

Date:.....