



Advert – Current Vacancies

Vacancy	Site Operations Assistant
Grade/Salary	Grade 4 SCP 6 to 11 (£19,698pa to £21,748pa)
Position Hours	37 hours per week

Walsall Studio School is an academy that is a founding member of The Mercian Trust. Located in the new Goldmine Centre on the edge of Walsall town centre, Walsall Studio School offers a unique approach to education for young people who aspire to work in the creative, health and digital sectors.

Our unique Studio School and Sixth Form enables young people to immerse themselves in ‘creative industry specialisms’, achieve industry- recognised qualifications, build relationships with employers and ultimately progress onto top universities, conservatoires or apprenticeships.

Specialising in a broad range of creative and digital disciplines, Walsall Studio School is the ‘perfect fit’ for 14-19 year olds who are looking to develop their skills for employment in the 21st century.

The Site Operations Assistant will be responsible in supporting the Head of Operations to ensure that the school is a suitable environment for staff to work and students to learn. The applicant should have a willingness to work in multiple sites across the Trust, if required.

The applicants should have experience of supporting the operational function of a site, ideally in a school setting with the skill to organise and prioritise their workload. All applicants should have a qualification/certificates in Health and Safety, or should be willing to undertake this.

A good knowledge of how schools work is crucial to understanding the flexible approach needed to ensure the school can run effectively. Staff 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 staffrecruitment@wss.merciantrust.org CV’s are not accepted. Previous applicants need not apply.

Walsall Studio 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.walsallstudioschool.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: **Friday 29th October 2021 at 9:00am.**

Interviews: **Week commencing 1st November 2021**