

Vacancy

The Roseland Multi Academy Trust
Tregony Business Park, Tregony, Truro, Cornwall, TR2 5TL
Tel: 01872 530675/583
Website: www.theroselandmat.co.uk

Operations Assistant

Grade H - Salary Range £28,931 - £33,240 pa (pending pay award)
(reduced pro-rata/actual salary £25,302 - £29,070 pa)

37 hours per week, term time (38 weeks) plus 10 additional days
Salary paid for 45.6 weeks per year

Start date: As soon as possible

We are looking for a dedicated and proficient Operations Assistant to join our Trust's Central Team. The Roseland Multi-Academy Trust consists of three secondary schools, two primary schools and a Teaching School Hub. The Trust's mission is "to provide outstanding education for our communities, where everyone succeeds" and we put our staff at the heart of everything we do to create a team spirit in our highly successful schools and Central Team.

As a member of the Central Team at The Roseland Multi Academy Trust you will proactively support the Operations Manager, CFO and site teams with daily administration duties to ensure the Trust is operating safely, efficiently and is compliant with all legal responsibilities and statutory duties. You will be responsible for liaison with other staff, schools within the Trust and contractors to ensure the smooth and effective operation of the business, finance and health and safety functions of the Trust.

Our schools are in relatively close geographical proximity to one another and the Central Team base is currently in the beautiful village of Tregony, near Truro in Cornwall. Due to the requirement to travel regularly between Trust sites, applicants must hold a full driving licence and have access to a vehicle.

This is a term time only position, the successful post-holder will benefit from the majority of the school holidays although there will be a requirement to work an additional 10 days during the school holidays. The Trust recognises the importance of staff wellbeing and has supportive policies and procedures in place as well as collaboration opportunities across our settings. There is the option of occasional homeworking after the first four months in post. Our school settings have free parking facilities and where there is a requirement to travel to different schools, mileage is paid.

We are keen to hear from dedicated and passionate professionals who are eager to progress their career in the education sector as part of our operations team in a highly successful organisation. Success starts with a great team and if you are looking for a new challenge, we would welcome an application from you.

Further details for this post are available from Mrs Jodie Winter: jwinter@theroselandmat.co.uk. Please note a completed application form needs to be submitted (CVs are not an accepted form of application).

Closing date for applications: 9am 19 October 2026
Interviews are scheduled for: 22 October 2026

The Roseland Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

Our Leaders and Trustees act reasonably in making decisions about the suitability of the prospective employee based on checks and evidence, including Disclosure and Barring Service (DBS) checks, barred list checks, online searches and prohibition checks, together with references and interview information. The level of DBS certificate required, and

whether a check for any prohibition, direction, sanction, or restriction is required, will depend on the role that is being offered and duties involved. As the majority of staff will be engaging in regulated activity, an enhanced DBS certificate which includes barred list information, will be required.