



# RECRUITMENT PACK

## School Operations Manager

**CONTENTS**

Welcome from Mrs S price, Headteacher ..... 3

Welcome from Mrs J Philp, Chair of the Board of Governors ..... 3

School operations manager ..... 4

School operations manager ..... 5

    Job Description ..... 5

        Job Purpose ..... 5

        Main Duties and Responsibilities..... 5

School operations manager ..... 8

    Person Specification ..... 8

School operations manager ..... 11

    How to apply..... 11



## WELCOME FROM MRS S PRICE, HEADTEACHER

Dear Applicant,

A very warm welcome to our school. Thank you for your interest in our vacancy.

As Headteacher, I am extremely proud of our school where we are inspired by the life and example of our patron, St Mary Magdalene. We are part of the Burnley community and work in service of our local families.

Our school is a welcoming and caring place where children are nurtured and encouraged to flourish. The Operations Manager is a key member of our leadership team and plays a pivotal role in ensuring we run efficiently, safely and sustainably. This is an exciting opportunity to contribute meaningfully to the continued growth and success of our school.

We look forward to learning more about your experience, skills and the qualities you would bring to our school community. Please get in touch if you would like to arrange to visit.

With very best wishes

Mrs S Price  
Headteacher

## WELCOME FROM MRS J PHILP, CHAIR OF THE BOARD OF GOVERNORS

Dear Applicant,

A very warm welcome and thank you for considering St Mary Magdalene's RC Primary School.

We are very proud of our school and the wonderful young people and community it serves. It is a place where faith, families and education come together to create a nurturing and inspiring environment for all our pupils. The role of Operations Manager is an exciting opportunity to work as a key member of our leadership team and contribute to the continued growth and success of our school.

We look forward to receiving your application.

Kindest regards

Mrs J Philp  
Chair of Local Governors  
Janine Philp

# JOB ADVERT

## SCHOOL OPERATIONS MANAGER

**PERMANENT/ 32 HOURS PER WEEK/ TERM TIME PLUS TWO WEEKS**

**GRADE 6, SCP 11-19 £28,142 - £32,061 FTE [£21,663- £24,679 PRO-RATA]**

**RESPONSIBLE TO: HEADTEACHER**

**MAIN LOCATION: ST MARY MAGDALENE'S RC PRIMARY SCHOOL**

**REQUIRED TO COMMENCE ASAP**

St Mary Magdalene's RC Primary School

The Board of Directors of the Romero Catholic Academy Trust, alongside The Governors of St Mary Magdalene's RC Primary School, are seeking to recruit a confident, highly skilled, self-motivated individual to join the school as a School Operations Manager.

The successful applicant will have the highest personal and professional standards with good knowledge of current educational issues. They will be highly driven and be able to demonstrate the ability to lead and deliver improvements within the business functions of the school in order to support teaching and learning. You will be a strong team player with exceptional interpersonal and communication skills and have the ability to develop, manage and motivate staff in the relevant areas.

If you feel you have the right skills and attributes we are looking for, then we will be delighted to hear from you. Visits to the school are warmly welcomed and can be arranged by contacting the school office on **01282 436880** or [enquiries@st-marymagdalenesrc.lancs.sch.uk](mailto:enquiries@st-marymagdalenesrc.lancs.sch.uk).

**Please apply through My New Term via the link <https://mynewterm.com/jobs/148993/EDV-2026-SMMCPSVA-28982>**

*We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.*

|                          |                                       |
|--------------------------|---------------------------------------|
| <b>Closing Date</b>      | 12 noon Friday 20 <sup>th</sup> March |
| <b>Shortlisting Date</b> | Friday 20 <sup>th</sup> March         |
| <b>Interview Date</b>    | Friday 27 <sup>th</sup> March         |

## SCHOOL OPERATIONS MANAGER

### JOB DESCRIPTION

#### JOB PURPOSE

The School Operations Manager will, with support from the central team, oversee the daily operational functions of the school, including human resources, premises management, health and safety management, operational management and administrative support. The role supports the school leadership team to ensure all systems and resources are in place for effective teaching and learning.

#### MAIN DUTIES AND RESPONSIBILITIES

Your duties and responsibilities will include:

##### **HUMAN RESOURCES/ WITH THE SUPPORT OF THE CENTRALISED HR SERVICE, YOU WILL:**

- Support the Headteacher and liaise with the HR Team on all relative recruitment activity.
- Support the Headteacher and liaise with the HR Team on any relative HR or staff related activity and administration.
- Provide confidential and professional support for the Headteacher and Leadership Team.
- To maintain the school Single Central Record, process DBS checks for new starters and complete any other administrative tasks to ensure the school is compliant with Safeguarding requirements.
- Management of the induction process in line with Trust procedures.
- Completion of monthly payroll tasks including inputting new staff onto the payroll system and monthly overtime and mileage claims.
- Check stage 1 and stage 2 payroll and report any issues.
- Management of HR records for Headteacher.
- To organise staff training and update records as appropriate.
- To support the monitoring of staff sickness absence escalating poor attendance in line with appropriate policies.
- To produce staffing information for Governors reports.

##### **PREMISES MANAGEMENT / WITH THE SUPPORT OF THE CENTRALISED ESTATES SERVICE, YOU WILL:**

- Have responsibility for premises staff and liaise with external cleaning contractors.
- Monitor the condition of buildings on site and monitor the Capital projects plan to apply for SCA funding.
- Review and negotiate service level agreements and contracts in relation to premises management with Trust input.
- Liaise with the Senior Leadership Team to ensure that the schools facilities meet the school curriculum needs and plans.
- Work closely with the Headteacher to develop and implement business continuity and emergency/disaster recovery plans.
- Liaise with Finance Manager to ensure that any facilities related works or expenditure complies with procurement and purchasing procedures and is delivered within budget.
- To provide reports on premises for Governors.

##### **HEALTH AND SAFETY MANAGEMENT / WITH THE SUPPORT OF THE H&S MANAGER YOU WILL:**

- Ensure that all staff receive suitable information, training, instruction and supervision to maintain their health, safety and wellbeing.
- Work with the Site Supervisor on IAM compliant to manage the health and safety statutory reporting and compliance tracking.
- Liaise with the Headteacher in relation to fire procedures taking responsibility for planned and emergency evacuations in the role of Chief Fire Officer.
- As the school's Chief Fire Officer ensure all legislation requirements are in place, fire notices are displayed and records are kept up to date, with regular fire practice drills.
- Ensure all lockdown drills are completed in line with DFE requirements.
- Implement Risk Assessments across the school to ensure hazards are appropriately removed or managed.
- Liaise with Site Supervisor to ensure systems are in place to enable the identification of hazards.
- Produce reports for Governors from IAM Compliant.

### **OPERATIONAL MANAGEMENT**

- To be responsible for accurate Workforce and Student Census and Pupil Assessment Data returns, ensuring all statutory data returns are completed in line with published deadlines.
- Organise the taking of accurate minutes of meetings, dissemination and monitoring of action logs.
- Produce, and respond to, correspondence on behalf of the leadership team and Headteacher.
- To update and maintain the school website and social media outlets ensuring compliance with statutory requirements.
- To oversee the policy management system ensuring that all staff receive and read relevant policies.
- To be actively involved in the marketing of the school.
- To promote and support school events and publications.
- To liaise with the press on marketing initiatives.
- Responsible for ensuring high standards of office and secretarial practice and running of administration services in the school.
- To manage the reception area, ensuring robust safeguarding procedures, and ensuring visitors are dealt with in a polite and efficient manner.
- Prepare the new academic year in SIMS and take responsibility for the promotion of year groups and structures within the system.
- Maintain accurate pupil records, including the management of pupil transfer data (CTF files) in collaboration with the governing body, Local Authority and other schools.
- Manage system permissions; ensuring staff have adequate access that is appropriate to their role within the school.
- Support the admissions process liaising with local authority, Governors and Business Support Officer/ Pastoral Manager.

### **MARKETING**

- To be actively involved in the marketing of the school.
- To promote and support school events and publications.
- To liaise with the press on marketing initiatives.

#### **ADDITIONAL**

- To work flexibly and to undertake other duties which may be reasonably required of the role through discussion with the Headteacher.
- To attend evening meetings and school events when required.
- To support and demonstrate a commitment to the distinctive Catholic mission and ethos of the school.

In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.

## SCHOOL OPERATIONS MANAGER

### PERSON SPECIFICATION

| <b>Qualifications</b>                                                                                                  | <b>Essential (E)<br/>Desirable (D)</b> | <b>Evidenced by:<br/>Application (A)<br/>Certificate (C)<br/>Interview (I)<br/>Test (T)<br/>Reference (R)</b> |
|------------------------------------------------------------------------------------------------------------------------|----------------------------------------|---------------------------------------------------------------------------------------------------------------|
| <b>Qualifications and Training</b>                                                                                     |                                        |                                                                                                               |
| GCSE Maths and English A-C or equivalent (or equivalent level of experience).                                          | E                                      | A / C                                                                                                         |
| Business and administration qualification (NVQ and above) or equivalent experience.                                    | E                                      | A / C                                                                                                         |
| Evidence of continuous professional development.                                                                       | E                                      | A / C / I                                                                                                     |
| Educated at degree level                                                                                               | D                                      | A / C                                                                                                         |
| Touch typing/word processing qualification                                                                             | D                                      | A / C                                                                                                         |
| <b>Experience</b>                                                                                                      |                                        |                                                                                                               |
| Experience of working in an office environment.                                                                        | E                                      | A / I                                                                                                         |
| Experience of working in a school or similar setting.                                                                  | D                                      | A / I                                                                                                         |
| Experience of clerical and administrative support.                                                                     | E                                      | A / I                                                                                                         |
| Competent user of the full Microsoft Office suite of programmes.                                                       | E                                      | A / I                                                                                                         |
| Experience in maintenance of computerised and paper records.                                                           | E                                      | A / I                                                                                                         |
| Experience of using management information systems eg Arbor, SIM, Oracle Fusion, iAMCompliant.                         | D                                      | A / I                                                                                                         |
| Experience of leading and managing teams including recruitment, professional development and performance management.   | D                                      | A / I                                                                                                         |
| <b>Knowledge, skills and abilities</b>                                                                                 |                                        |                                                                                                               |
| Skilled at communicating effectively with a range of stakeholders using a variety of systems (written, verbal, email). | E                                      | A / I / R                                                                                                     |
| An excellent understanding of up-to-date safeguarding requirements.                                                    | E                                      | A / I / R                                                                                                     |
| Knowledge and understanding of Health and Safety legislation.                                                          | E                                      | I / R                                                                                                         |
| Ability to work to deadlines and make appropriate decisions in a highly pressured environment.                         | E                                      | I / R                                                                                                         |
| Knowledge of school policy and procedures                                                                              | D                                      | A / I / R                                                                                                     |
| <b>Personal Qualities</b>                                                                                              |                                        |                                                                                                               |

|                                                                                                            |   |           |
|------------------------------------------------------------------------------------------------------------|---|-----------|
| Able to work collaboratively with own team members and wider school community.                             | E | I / R     |
| A commitment to upholding and promoting the values of the school. High level of initiative.                | E | I / R     |
| Strong interpersonal skills and commitment to upholding the Nolan Principles of Public Life.               | E | I / R     |
| Resilient, with ability to deliver a complex and demanding workload.                                       | E | I / R     |
| Ability to establish and maintain confidential and sensitive relationships with parents, staff and pupils. | E | I/R       |
| Excellent organisation and planning capability, managing multiple cyclical priorities.                     | E | A / I / R |
| Excellent communication skills.                                                                            | E | I / R     |
| Ability to remain calm and positive when dealing with children and parents.                                | E | I / R     |
| A flexible approach to work and ability to adapt to the changing needs of the school                       | E | A / I / R |
| Commitment to the Trust's ethos and values                                                                 | E | I / R     |
| <b>Other</b>                                                                                               |   |           |
| Commitment to safeguarding and protecting the welfare of children and young people                         | E | I         |
| Commitment to equality and diversity                                                                       | E | I         |
| Commitment to health and safety                                                                            | E | I         |
| Willing to undertake first aid training.                                                                   | D | I         |
| <b>Note: We will always consider your references before confirming a job offer in writing</b>              |   |           |
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#### EQUAL OPPORTUNITIES

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

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#### HEALTH AND SAFETY

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

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#### SAFEGUARDING COMMITMENT

The Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure. An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

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#### ATTENDANCE

Good attendance enhances the service delivered by the Trust, minimises staffing difficulties and ensures best value to the schools. It is essential that applicants for positions in the Trust can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

## SCHOOL OPERATIONS MANAGER

### HOW TO APPLY

If you would like to find out more about the position, please contact the Headteacher on **01282 436880** or [enquiries@st-marymagdalenesrc.lancs.sch.uk](mailto:enquiries@st-marymagdalenesrc.lancs.sch.uk)

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