



ABINGDON



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# OPERATIONS MANAGER

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**Closing Date: Friday 05 June 2026 (Midday)**  
**Interviews: Thursday 11 June 2026**

*Early applications are encouraged. We may make an appointment prior to the advertised closing or interview dates.*

Job Pack AS36



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# Message from the Director of Finance & Operations, Justin Hodges

Thank you for your interest in the Abingdon Foundation. I am delighted that you are considering working here. As a member of the support staff you would play a pivotal role in supporting the school to deliver the very best academic, pastoral and Other Half opportunities to our students.

Please take some time to look at our website, [abingdon.org.uk](http://abingdon.org.uk), as this will tell you a lot about us and give you a taste of the atmosphere. The Abingdon Foundation is a community of some 1300 students across Abingdon Prep and Senior Schools. Boarding is available from 13+ and boarding houses are full with around 150 boarders. Our sixth form has around 360 students and we employ around 400 teachers and support staff across the Foundation. The Board of Governors oversees the whole Foundation.

Our Schools occupy large and beautiful campuses. The facilities are excellent with recent significant developments including newly renovated and extended boarding accommodation and a state of the art dining pavilion. Other recent developments include a dedicated Sixth Form Centre, library, Art department and Science Centre. New facilities for Economics and Business Studies; and Computer Science opened in 2020, alongside two additional houserooms for the students. We have also recently added to our extensive sports facilities - both at Tilsley Park and on the school campus - these offer some of the best sports resources in the area. The Foundation benefits from a continuous refurbishment and development plan, adding further impressive facilities to a very well-resourced organisation that also prioritises sustainable development. In May 2024, the Abingdon Foundation announced its decision to move to co-education. Girls have already joined our our Prep School up to Year 6. From September 2026, our Senior School will welcome girls to our First Year (11+) and Sixth Form (16+) entry points; and to our Third Year (13+) from September 2028.

We may be over 760 years old but we are a forward-looking, dynamic school. There is pride and commitment amongst those who work here and we always look for high calibre professionals to join us. I hope that you might see yourself joining this happy and purposeful community.



A handwritten signature in black ink that reads "Justin Hodges". The signature is written in a cursive, flowing style.

Justin Hodges  
Director of Finance & Operations

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# About the Department

The Abingdon Foundation employs around 400 staff across its two schools, Abingdon School and Abingdon Preparatory School, as well as Abingdon School Enterprises, which manages commercial activities at the Sports Centre, Tilsley Park and the Amey Theatre. The Foundation also engages with around 300 other staff including casual workers, self-employed coaches, visiting music teachers, volunteers and governors, meaning that the HR Department supports a workforce of over 700 staff in total.

The Estates and Operations Team support operations at both schools, Tilsley Park and the Boat House. The Estates and Operations team comprises of the following departments:

- Cleaning, Housekeeping, Laundry and Hygiene Service
- Estates Maintenance and Statutory Compliance
- Grounds and Gardens
- Minibus and Transport Management
- Portering and Security
- Project Management and Property Management
- Reception and Accommodation Service

The Operations department is a support staff team within the Estates and Operations Department. It is responsible for the smooth and cost-effective running of all operational activities required to support the Group. In broad terms it is a 'soft' facilities management team that works closely with a 'hard' facilities management team tasked with maintaining and developing the Group's buildings and grounds and led by the Director of Estates.



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# Job Description

## The Role

**Location:** Based at Abingdon School but a Group-wide role (regular travel to other Abingdon Schools Group sites is required)

**Department:** Estates & Operations

**Reports to:** Director of Estates

**Line Manager to:** Head of Housekeeping; Transport Manager; Senior Receptionist & Accommodation Officer; Porters; Catering Manager; SUS

This role is an evolved role as part of a reorganisation of the Estates and Facilities Management team. The reorganisation is intended to improve accountability, efficiency, cost-effectiveness and focus on day-to-day operational delivery across the Foundation.

## Duties & Responsibilities

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post. Duties will include, but not be limited to

- To line manage the Head of Housekeeping.
- To manage the catering contract with our outsourced partner. This is a joint responsibility with the Financial Controller. To be responsible for ensuring that all kitchen equipment is fit for purpose.
- To line manage the Transport Manager and manage the Joint Bus Service (including APS), including the contract with our outsourced partner and the JBS relationship with SHSK.
- To line manage the Senior Receptionist and team of receptionists.
- To line manage the team of Porters.
- To work closely with the wider Estates and Operations team, and the Estates Administrator in particular, regarding the helpdesk ticketing system for facilities as well as on operational activities such as move requests, parking and waste management.



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# Job Description (cont.)

- To work closely with the commercial team (ASE), including joining regular ASE management team meetings.
- To manage staff accommodation in conjunction with the Senior Deputy Head and Accommodation Officer as well as the maintenance teams.
- To chair regular Events co-ordination meetings and ensure that Events, including ASE events, are appropriately supported by operational teams.
- To manage the school uniform and sportswear contract with our outsourced partner and support the Second Hand Uniform shops.
- To manage operational service contracts such as window cleaning, pest control and waste management.
- To ensure cost-effective, streamlined and efficient delivery of operational support in all areas of responsibility.
- To proactively monitor the department's budgets including forecasting and cost saving opportunities.
- To ensure suitable risk assessments are in place and regularly reviewed for all areas of responsibility.
- To be an effective contract manager and excellent line manager with regular reviews for team members, objectives setting, and discussion of training and development needs.
- To attend half termly facilities management meetings at all sites.
- To ensure an excellent departmental customer service culture in support of colleagues.
- To support the wider Estates and Operations team cover in their absence.



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# Person Specific Criteria

## Essential Qualities

- Relevant experience in 'Soft' Facilities Management, including risk management.
- Experience of managing contracts and service levels.
- Qualified to degree level or equivalent work experience.
- Team management and leadership experience.
- A positive, flexible and 'can-do' attitude.
- Friendly and professional with consistently excellent customer service and communication skills.
- Good Finance and IT skills.
- Good administrative skills, including attention to detail.
- Displays commitment to the principles of equity, diversity and inclusion.
- Displays commitment to the protection and safeguarding of children and young people.
- Values and respects the views and needs of children and young people.

## Desirable Qualities

- Full driving licence.
- Relevant Professional Qualification(s) e.g. Facilities or Contract Management or IOSH/NEBOSH.



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# Further Information

## Hours and weeks of work

This is a permanent, full-time position working 40 hours per week all year round. The standard hours of work are 08.30 to 17.00, Monday to Friday (with a 30 minutes unpaid lunch). Additional hours may be required on an adhoc basis during evenings and weekends for school events. Time in Lieu (TOIL) will be accrued for these extra hours.

The Operations Manager will be entitled to 25 days' paid annual leave plus the 8 bank holidays. All year round staff also benefit from 4 additional non-contractual days off between Christmas Eve and New Year during the School's Christmas closure period.

## Salary

The annual salary for this role is £47,512. This is dependant on qualifications, skills and experience.



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# Further Information

## NOTES

- This role is to start on 03 September 2026 (New staff INSET day)
- After successful completion of a 6 month probationary period, the **notice period** for this role is **3 month(s)**.
- For an informal discussion about the role please contact Alastair Blackmore (Head of Operations) initially via email to: [recruitment@abingdon.org.uk](mailto:recruitment@abingdon.org.uk). Please note this is not part of the selection process.
- Early applications are encouraged and we may make an appointment prior to the published closing or interview date.
- All applicants should apply via our recruitment portal. CV's are not accepted.
- Please note that due to safeguarding reasons, candidates must complete a standard Abingdon application form.
- Closing date is **Friday 05 June 2026 (Midday)**.
- Interviews are expected to be held on **Thursday 11 June 2026**.
- Abingdon is committed to safeguarding the welfare of children and young people and expects all staff to share this commitment. All appointments are subject to a satisfactory enhanced DBS check.



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# Further Information

## Training Requirements

The following mandatory training will be provided: Alarms, Security and BMS Systems  
Cyber Security, Equality, Diversity and Inclusion, Fire Awareness, Health & Safety Induction, Prevent Training and Safeguarding Training (Triennial).

## Health and Safety at Work

All staff share responsibility for achieving safe working conditions. The postholder must take care of their own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.

The postholder has a responsibility under health and safety legislation to ensure that they:

- Cooperate on all matters related to health and safety including the investigation of any incident.
- Use any equipment or personal protective equipment (PPE) provided for them correctly, in accordance with training and instructions. Any equipment fault or damage must immediately be reported to the line manager. No member of staff should attempt to repair equipment unless trained to do so.
- Report any health and safety concerns to the line manager as soon as practicable.
- Report any accidents and injuries at work however minor.
- Familiarise themselves with the fire safety instructions which are displayed on notice boards and near fire exits in the workplace.

All staff are required to confirm that they have read and understood the Foundation's Health and Safety Policy.



# Benefits of working at Abingdon

## Annual Leave:



You'll get 25 days paid time off each year, plus bank holidays (pro rata if part time). Depending on your role, we usually expect you to take your holidays during school breaks, but there can be some flexibility if needed.

“91% of our staff say the facilities and resources for staff are good (2025 staff survey)”

## Time Off & Flexibility



## Working from Home (WFH):

We may be able to offer flexible working from home options, depending on the nature of your role. If this applies, during term time, you may be able to work remotely for up to 20% of your hours (usually about one day a week). Outside of term time, this increases to 40% (around two days a week). Unfortunately, not all roles can be carried out from home.



## Christmas Closure:

Our all year round staff can enjoy extra time off over the festive period. We offer up to 4 closure days around Christmas/New Year, dates depend on where the bank holidays fall.

## Death in Service Benefit:

For your peace of mind, all support staff aged 18-70 are covered by a scheme that pays out three times your annual salary to your loved ones in the event of your death whilst employed.



## Outstanding Pension Scheme:

We're serious about your future. We offer staff pension choices, including the option to join an enhanced pension scheme with a 6.4% contribution from you and a competitive contribution of 14.1% from us. Staff can also opt for salary exchange for additional benefits.

## Foundation Grant (School Fees):

If your children attend Abingdon School or Abingdon Prep, you could receive a significant discount of up to 25% on their tuition fees (pro-rata for part-time staff). Admission to the School is subject to availability of places and meeting admission requirements. Ask us for more details if this applies to you.



## Financial & Family Support



## Super Camps Discount:

Need childcare during school holidays? Staff get a discount on courses with Super Camps, and you can use childcare vouchers.



### School Counsellors and Physios:

Staff can also access the services provided by the School Counsellors and the Physios (terms and conditions apply).

### Private Healthcare:

Permanent employees can benefit from free private health insurance, giving access to excellent medical care (this is a taxable benefit).



### Sports Centre Membership and Theatre discounts:

Stay active and healthy with free access to the gym and swimming pool at agreed times. You'll also get a discounted membership to the Abingdon Sports and Leisure Club, allowing you to attend exercise classes for free. Staff can also benefit from access to discounted or complementary tickets to a wide range of events at the Amey Theatre.



## Health & Wellbeing



### Employee Assistance Programme (EAP):

Life can be tricky, so we provide an Employee Assistance Programme. This offers confidential support and resources for anything from mental health to financial advice, plus a Health Risk Assessment tool to help you stay on top of your wellbeing.



### Cycle to Work Scheme:

Save money and get fit! We offer a Cycle to Work scheme for eligible staff, helping you buy a bike. Contact us for more information.



### Social:

There are regular staff social events and opportunities to join other staff in a range of activities from singing in the choir to playing cricket or football, running in the road relay or even joining in with the staff rock band or staff panto.

### Other Health and Wellbeing Benefits:

Include access to an occupational health provider, free staff 'flu jabs, eye test reimbursement, menopause support and mental health first aiders.



### Free Lunch:

Most staff can enjoy a delicious free lunch and refreshments during term time.



### Everyday Perks

### Free Parking:

We offer free on-site parking and bike storage for all staff (on a first-come, first-served basis).



### Staff Development

We offer a range of online and in-person courses to staff for free including first aid, mental health first aid and health and safety courses. Staff completing higher level professional qualifications or CPD may have their courses fully or partly funded.

“ 99% of our staff say they have good working relationships with their immediate colleagues (2025 staff survey) ”

# How to Apply

APPLY NOW



To apply, please go to our [Recruitment Portal via our Careers page](#).

Please do not upload CVs, testimonials or examples of work.

## References:

We require at least two satisfactory references, including one from your current/most recent employer. If you've previously worked in a school or with children, one reference must be from the most recent relevant employer where you last worked. If you've been employed by a school, the reference must be from the school's Head. References cannot be from a relative or someone known to you solely as a friend.

For safeguarding reasons, references will be taken up before interview unless you have specifically asked us not to.

## Online Checks:

We conduct online searches for all shortlisted candidates to assess their suitability to work with children. Any public information found may be discussed with you at your interview.

## Interviews:

If shortlisted, you'll be invited to attend an in-person interview/selection day which will include one or more interviews and will also include one or more tasks (e.g a written exercise) and a tour of the School. If you are invited for interview, further information will be sent to you with your invitation.

These stages will also assess your suitability for working with children. Your employment history, including any gaps in employment, will be explored at interview.

## Pre-Employment Checks:

If you're invited for an interview, you'll undergo essential checks with HR, including:

- DBS enhanced criminal records check and checks of relevant prohibitions and barring;
- Verification of identity, address, right to work in the UK, and
- Qualifications check.

If you've lived or worked overseas for 3+ months in the last 10 years, please bring original copies of any overseas police checks.

## Conditional Offer & Safeguarding

Any job offer is conditional on successful completion of all required pre-appointment checks, including ID check, DBS check, any required overseas checks, barred list checks, prohibitions from teaching and/or management checks (if applicable), satisfactory references, medical fitness, EYFS declaration (if applicable) and verification of qualifications and right to work in the UK. Staff are also required to read and sign to say they have understood key policies including safeguarding and health and safety.

## Warning!

It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. Providing false information is also an offence and could result in the application being rejected or summary dismissal (if appointed), and possible referral to the police and/or DBS, and/or the Teaching Regulation Agency (TRA).

## Questions?

Contact our HR Department at 01235 849136 or [recruitment@abingdon.org.uk](mailto:recruitment@abingdon.org.uk).

**We recognise the value of a diverse and inclusive workplace and are committed to equality of opportunity for all staff and job applicants. We aim to ensure that our staffing at all levels and in all roles is diverse and we welcome applications from all backgrounds and all sections of the community.**



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ABINGDON

**independent day and boarding school  
for pupils aged 11 to 18 years**

**Co-ed from 2026**