



Felsted

FELSTED SCHOOL JOB DESCRIPTION Operations Manager

The Role

Accountable to: Operational Head of Summer School

Campus: Junior & Senior

Residential

To oversee all operational aspects of the programme. To manage the excursion programme and airport transfers, and work with internal departments to ensure the smooth running of the programme whilst supporting the Summer School ethos.

Role Responsibilities

- Line manage the Operations Coordinators, conduct reviews, liaise with the Operational Head of Summer School regarding any problems or issues that arise
- Manage the planning and execution of all excursions and airport transfers, and take overall responsibility for arranging these. This can include (but is not limited to) arranging staffing, transport, catering, administration and finance
- Ensure all necessary information is communicated to Summer School staff on time
- Ensure all payments or collections of money are complete and given, with the correct documentation, to the Summer School Administrator
- Ensure all transfers and excursions have adequate and approved risk assessments completed prior to, and that these are recorded, stored appropriately, understood and followed by staff members
- Lead the safe transfer of students, as instructed by the management team
- Ensure all incidents on excursions/during transfers are reported, recorded and communicated appropriately
- Collate student and staff feedback on all excursions, and make changes as necessary
- Liaise with departments within the school regularly to ensure the smooth running of the operations department. Such departments will include catering, transport, finance and health and safety
- Attend excursions and man the arrivals/departure desk as required
- Lead team meetings and record actions as required
- Contribute to the Summer School Newsletter and submit contributions by set deadlines
- Proofread and assist with contributions to Summer School Newsletter, as needed
- Liaise closely with all other senior staff members to ensure excellent communication and consistency across the programme
- Be aware of Child Protection issues and act accordingly as necessary, ensuring commitments to welfare are adhered to
- Take all the required steps to minimise any risk and report any concerns/feedback to the line manager
- Manage student behaviour to create a safe, inclusive environment where everyone can confidently express their opinions and thrive

- Encourage full student participation and enjoyment as far as possible
- Assist during meal times and with pastoral duties as needed
- Take part in and lead Staff Induction as necessary
- Carry out other ad-hoc duties as requested

Skills, Knowledge and Experience

Essential:

- Previous experience working within a similar role or management position
- Previous experience working in a residential capacity
- Previous experience working with international students
- Excellent organisational skills and problem-solving skills
- Excellent time management skills and communication skills
- Experience leading a team
- Ability to work both on own initiative and as part of a team
- Be flexible and adaptable to situations as they arise
- Flexibility to work evenings and weekends as required
- Enthusiasm and ability to take part in a variety of activities and events
- Ability to relate to staff at all levels within the School, build effective working relationships and exercise tact and diplomacy

Desirable:

- University Degree in a relevant field
- Safeguarding training
- First aid training

Schedule of work

- Arrival Date on Campus: 7 July 2026, between 9:00 am and 5:00 pm
- Induction: 8 July - 11 July 2026; Location: Felsted School
- Junior and Senior Summer School dates: 12 July - 9 August 2026
- 4-week position

Terms of Employment

- Salary: £765 per week
- A minimum of £50 per day for induction, 8 to 11 July
- Use of sports facilities, including onsite gym
- One full day off per week (Usually Thursdays)

Felsted is committed to equal opportunities and maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'. Please note, it is an offence to apply for this position if barred from engaging in a regulated activity relevant to children. All employees are subject to pre-employment checks, including a Disclosure and Barring Service check.

Signed: _____ Date: _____

Name: _____