



RECRUITMENT PACK

School Operations Manager

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WELCOME FROM CLAIRE HUNT, HEADTEACHER

Dear Applicant,

Thank you for your interest in joining St Augustine's RC High School.

St Augustine's is a vibrant and outward-looking Catholic school rooted in Gospel values and the teachings of the Church. Christ is placed at the centre of all that we do, shaping a culture built on humility, compassion and recognition of the dignity of every individual. Our mission is lived out daily through our commitment to act humbly, love tenderly and seek God in all things.

This opportunity to join the senior leadership team has arisen due to the retirement of the current post holder. As an Operations Manager, the successful candidate will provide professional leadership to secure and sustain effective teaching, learning and staff development throughout the academy through accurate monitoring and evaluation of the quality of teaching and standards of achievement. This role is crucial to promote a culture where colleagues and pupils have high aspirations, the determination to succeed, and opportunities to make exceptional progress.

We are proud of our strong reputation for high standards, excellent behaviour and exceptional pastoral care. Our pupils are ambitious, enthusiastic and deeply committed to their learning, and they are supported by a dedicated team of staff who work tirelessly to help every child fulfil their God-given potential. Our curriculum is broad, balanced and inclusive, ensuring that all pupils — including those with additional needs — are known, nurtured and challenged.

Our Catholic life and mission shapes every aspect of school life. This was recognised by the Diocese of Salford, who judged the school to be outstanding in all areas, praising our leadership, our sense of community and the exceptional quality of pastoral support offered to our pupils. Ofsted has also affirmed the strength of our provision, highlighting the positive relationships, strong community spirit and the high levels of success our pupils achieve as they prepare for their next steps.

If you are considering joining us, I hope this recruitment pack provides a sense of the values, aspirations and culture that define our school. We are a welcoming, hardworking and supportive community, and we look forward to welcoming colleagues who share our commitment to excellence, faith and service.

We look forward to receiving your application.

Yours faithfully,

Claire Hunt

WELCOME FROM FRANCIS HINDLE, CHAIR OF THE BOARD OF GOVERNORS

Dear Applicant,

St Augustine's is an oversubscribed mixed 11-16 Roman Catholic High School. From our original intake of 450 pupils in 1963 we have grown steadily in popularity and are now one of the largest Catholic high schools in Lancashire. Our location is enviable. Surrounded by fields, with Pendle Hill as a backdrop, we enjoy a beautiful rural setting. Billington is a short walk from the ruined twelfth century Cistercian Abbey of Whalley, one of the most attractive villages in the Ribble Valley. The school is also a short drive away from the market town of Clitheroe, dominated by its little castle, and the Pendle villages associated with the

seventeenth century witchcraft trials. The Ribble Valley is a lovely part of the world, often listed in the “Best Places to Live in the UK” surveys, and despite being largely rural, its population is rising.

The school has a large catchment area. We have ten partner primaries, four of which are small rural schools. Around 95% of the Year 6 pupils in our partner primaries move on to us. The socio-economic profile of our intake is diverse and reflects our comprehensive nature. In December 2022, St Augustine’s joined the Romero Catholic Academy Trust, one of the three Multi Academy Trusts (MAT) established by the Salford Diocese. You can find out more at www.romerocat.com

If you are the successful candidate, you will be a welcome addition to our school. Our school website, www.sarchs.com , has a wealth of information about life at St Augustine’s so do please take a look at it if you would like to learn more about our school.

Yours faithfully,

Francis Hindle

JOB ADVERT

SCHOOL OPERATIONS MANAGER

PERMANENT/ FULL TIME/ FULL YEAR

GRADE 8, SCP 25-30 £36,363 - £40,777 FTE

RESPONSIBLE TO: HEADTEACHER

MAIN LOCATION: ST AUGUSTINE'S RC HIGH SCHOOL

REQUIRED TO COMMENCE: ASAP

St Augustine's RC High School is a large and friendly school, under the Trusteeship of the Salford Diocese and part of the Romero Catholic Academy Trust, which welcomes pupils of all Christian denominations and world faiths or no faith. Our community is one in which we aim for our pupils to be safe, happy and successful in a positive atmosphere where every person is known, valued and given the support and guidance they need while being excited by the challenges and opportunities before them.

The Board of Directors of the Romero Catholic Academy Trust alongside The Governors of St Augustine's RC School, are seeking to appoint a confident, highly skilled, self-motivated individual to join the school as a School Operations Manager. This is an exciting opportunity to join our Senior Leadership Team.

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 **01254 823362** or info@sarchs.romerocat.com.

If you wish to apply, please do so via My New Term, our recruitment platform.

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.

Closing Date	13/07/26
Shortlisting Date	13/07/26
Interview Date	15/07/26

SCHOOL OPERATIONS MANAGER

JOB DESCRIPTION

JOB PURPOSE

The post holder will be a key strategic member of the Senior Leadership Team. They will be responsible for the management, planning, development, and implementation of all support services within a secondary school, including in-house catering and site services. The post holder will be expected to lead change within all areas of support services and will be outward facing in their approach.

MAIN DUTIES AND RESPONSIBILITIES

Your duties and responsibilities will include:

MAIN RESPONSIBILITIES

- To support Governors and the Headteacher in strategic planning and project management of all new initiatives.
- To manage and lead support services within the school, including administration, premises (including letting), catering, and premises, ensuring that the site complies with health and safety.
- Develop, manage and motivate teams to aspire to high standards of work and professionalism by providing on-going coaching and training.
- To manage support staff in the relevant operational areas, including actioning appraisals and recruitment and selection.
- To develop and implement appropriate policies relevant to school support functions.
- To be the health and safety manager for the school.
- To be responsible for the schools' fire and other emergency plans.
- To act as the organisations Data Controller, leading and ensuring compliance with GDPR.
- To be responsible for parental communications

OPERATIONAL MANAGEMENT

- Responsible for the line management of the school's administration functions including:
 - Inductions, training and annual performance reviews
 - Overseeing the development of systems and practices
 - Management and development of an efficient and effective reception/office function ensuring the admin team are deployed effectively.
- Responsible for the line management of the school's catering functions including:
 - Line management of the Catering Manager
 - Inductions, training and annual performance reviews
 - Managing and development of the catering provision ensuring compliance with statutory regulations and good practice
 - Ensuring catering audits are completed and remedial actions are followed up

- Overseeing the budget management of the service provision under the guidance of the Finance Manager
- To oversee the catering provision ensuring that the menu offers variety, quality, value for money and the service runs efficiently
- Responsible for the line management of the school's site and premises functions with the support of the Trust Health & Safety Manager including:
 - Line management of the Site Supervisors
 - Overseeing all site and planned maintenance and development takes place, is evidenced and any remedial work required is completed, ensuring the school complies with Health & Safety.
 - Overseeing compliance with Statutory Testing guidelines in relation to all plant and equipment.
 - Monitoring the condition of the site buildings in conjunction with the Site Supervisor an advice Governors accordingly.
 - Planning and reviewing maintenance schedules for buildings and fixed plant and machinery.
 - Reviewing the security of the school buildings and develop plans for improvement

HR MANAGEMENT

WITH THE SUPPORT OF THE CENTRAL HR TEAM YOU WILL:

- Provide leadership and guidance to the Headteacher PA.
- To support on all HR related policies and ensure that such policies are adhered to.
- To provide managerial support and direction with regard to all personnel functions relating to the school.
- To support the monitoring of staff sickness absence escalating poor attendance in line with appropriate policies.
- To support in the identification of support staff development needs and staff appraisals.
- To support advising the Governors Resources Committee on all HR related matters.
- Check stage 1 and stage 2 payroll and report any issues.
- To oversee recruitment

PREMISIS MANAGEMENT

WITH THE SUPPORT OF THE CENTRAL ESTATE SERVICE YOU WILL:

- Have responsibility for premises related staff
- Have responsibility for the site and planned maintenance and development
- Ensure that the school complies with Statutory Testing Guidelines in relation to all plant and equipment.
- Ensure the School's Asset Management Plan is updated and reflects the needs of the school.

- Monitor the condition of buildings on site and advise Governors accordingly.
- Liaise with the Trust, DfE, architects and contractors in relation to new building and refurbishment projects
- Oversee planning and review of maintenance schedules for buildings and fixed plant and machinery
- Overview the security of the school buildings and develop plans for improvement
- Have overall responsibility for development and management of school lettings and the booking system used for such lettings
- 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
- Provide accurate reports and information and to the Governors Resources Committee

HEALTH AND SAFETY MANAGEMENT

WITH THE SUPPORT OF THE TRUST HEALTH AND SAFETY MANAGER YOU WILL:

- Act as the school's Health & Safety Officer
- Liaise with the Site Supervisor and appropriate curriculum leaders regarding the upkeep of records
- Ensure the school's Health & Safety policy is implemented and reviewed accurately
- Liaise with Site Supervisor to ensure systems are in place to enable the identification of hazards
- Implement Risk Assessments across the school to ensure hazards are appropriately removed or managed
- Ensure that all site related planned, preventative maintenance is undertaken and that suitable records are maintained, ensuring a proactive service is operated
- Ensure that suitable First Aid provision is in place within the school
- 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
- Report Health & Safety matters to the Governors Resources Committee

PARTNERSHIP

- To create new partnerships which will further enhance the links between school and the local and wider community
- To maintain those partnerships already developed with a range of stakeholders, including National Governing bodies

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 support and demonstrate a commitment to the distinctive Catholic mission and ethos of the school
- This job description sets out current responsibilities of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed
- Some of the above responsibilities may be achieved through effective delegation and supervision of the day-to-day tasks involved
- Whilst every effort has been made to explain the main duties and responsibilities of the post, the list is not comprehensive

SCHOOL OPERATIONS MANAGER

PERSON SPECIFICATION

Qualifications	Essential (E) Desirable (D)	Evidenced by: Application (A) Certificate (C) Interview (I) Test (T) Reference (R)
Qualifications		
5 GCSEs including Maths and English Grade C or above (or equivalent)	E	A / C
Evidence of continuous professional development	E	A
A degree qualification or equivalent	D	A / C
Experience		
Experience of using Office products	E	A / I
Management of staff teams, including recruitment, professional development and performance management	E	A / I
Experience working in an education environment	D	A / I
Knowledge, skills and abilities		
Ability to communicate effectively verbally and non-verbally to a variety of levels using a variety of methods	E	A / I
Ability to manage people effectively by conducting regular, meetings, setting targets for performance, delegating tasks appropriately, and monitoring the quality of delivery and outcome	E	A / I
Understanding of effective management and operation of administrative systems	E	A / I
Ability to prioritise and organise own workload as well as delivering to time scales	E	A / I / T
Ability to maintain strict confidentiality and discretion at all times	E	A / I
High degree of accuracy and attention to detail	E	A / I
Willingness to keep up to date on relevant policy and procedures in line with duties identified in the job description and any other education/academies developments	E	A / I
Sound knowledge of current educational issues	D	A / I
Sound knowledge of policy and practise regarding premises management and health and safety	D	A / I
Personal Qualities		
Emotional resilience	E	A / I
Ability to self-evaluate and reflect	E	A / I
Ability to build and maintain effective working relationships with a wide variety of people	E	A / I
Ability to work under pressure and to strict deadline	E	A / I

Reliable, flexible and approachable	E	A / I
Commitment to ongoing professional development	E	A / I
Commitment to the Trust's ethos and values	E	A / I
Other		
Commitment to safeguarding and protecting the welfare of children and young people	E	A/I
Commitment to equality and diversity	E	A
Commitment to health and safety	E	A
Essential car user	E	A
Willing to undertake first aid training	D	
Note: We will always consider your references before confirming a job offer in writing		
Prepared by:	HR Team	Date: 06/2026

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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.

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.

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.

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 Mrs Claire Hunt on 01254 823362 or Head@sarchs.romerocat.com.

If you wish to apply, please visit our recruitment platform, My New Term

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.

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