

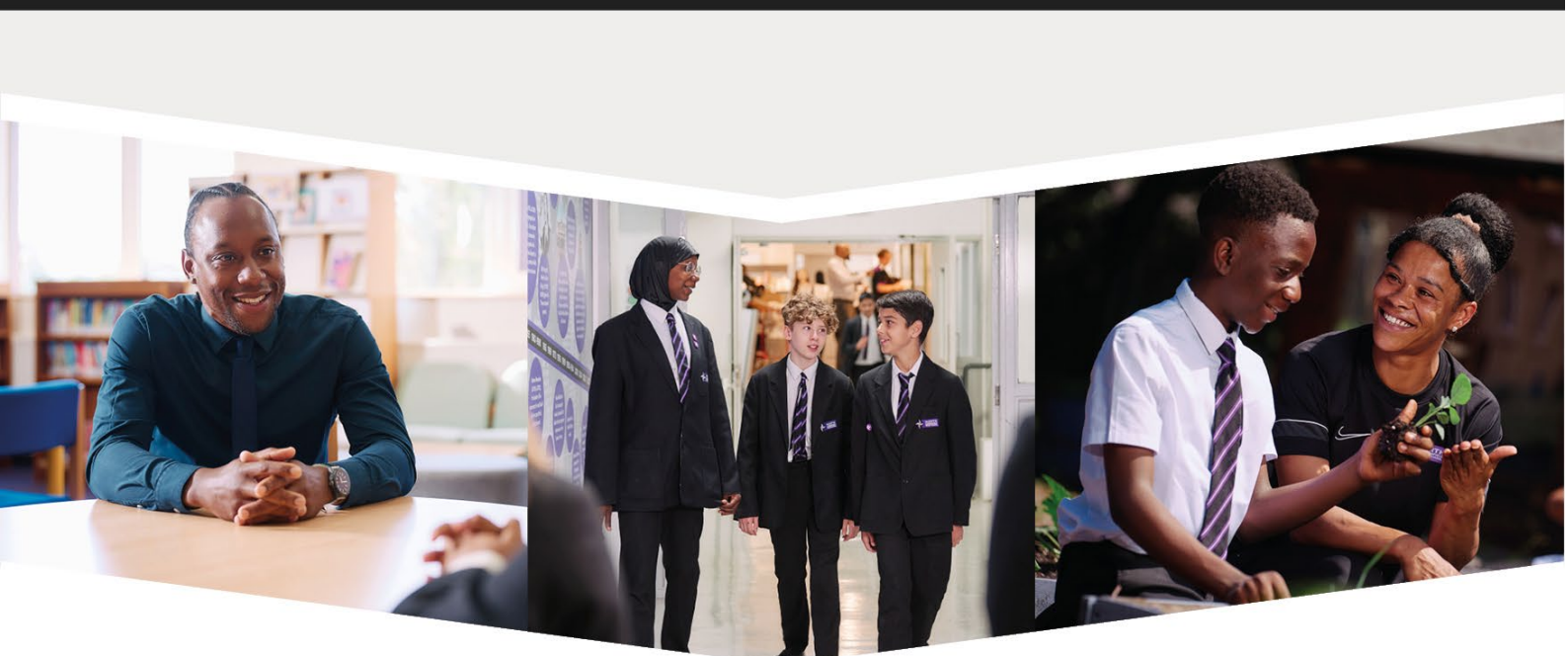


**VACANCY**

# Operations Manager

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**APPLICATION INFORMATION PACK**



# Welcome

Thank you for your interest in the advertised position of Operations Manager at North Huddersfield Trust School.

The school opened in 2011 and has more than trebled in size since then. We now have over 1000 students on roll, with four year groups having an above PAN intake of 210. To support with the accommodation of our increasing numbers, a brand new five-classroom teaching block opened in September 2025.

We were inspected by OFSTED in May 2022 with the report describing 'a welcoming and vibrant atmosphere' where 'the diversity of the school and community is celebrated'. It also confirms the curriculum 'sequences what pupils need to learn' and is designed 'to enhance pupils' cultural capital and understanding of the world'. As a school that is fully committed to inclusion, the report highlights that 'pupils are calm and patient' and that 'staff help to build and manage positive relationships'.

We are at an extremely exciting phase of our development led by a supportive and proactive senior and middle leadership and a dedicated team of Lead Practitioners that help colleagues develop research informed best practice tailored to meet the needs of our students. We have a healthy mixture of staff who are relatively new to the school and many who have worked here for a much longer period of time. In the last few years, the curriculum has been completely overhauled and the way it is delivered reformed and refined, so that it matches the ambition we hold for every student; huge strides have been made in the consistency and effectiveness of classroom delivery. We are determined and confident that this will result in significant and sustained improvements in attainment. We believe that education is not only about academic outcomes and have a well-established personal development and leadership programme.

As Headteacher since May 2019, I am in the privileged position of leading the school in its quest to provide a safe and happy environment in which our students thrive. Recruiting staff with the potential to make a significant contribution to this is crucial.

Please take the time to read the contents of this pack carefully and to look at our website which provides lots of information about the school, its values, links and identity.

I hope that, having read through all the available information, you are keen to submit an application and look forward to receiving it.

Thank you again for your interest in the position and, should you choose to make an application, I wish you the best of luck.

Yours sincerely



Andrew Fell  
Headteacher

# Vacancy Details

**Operations Manager**

**Permanent Position: 37 hours per week term time plus 5 days**

**Grade 7 (Actual salary £25,733 - £27,024)**

**Closing date: 9am Thursday 4<sup>th</sup> June 2026**

**Start Date: July 2026**

North Huddersfield Trust School is recognised by Ofsted as a 'Good' school and has been described in the most recent inspection as having “a welcoming and vibrant atmosphere.” We pride ourselves on the fact that the “diversity of the school and community is celebrated.” Our ambition for our students and our caring and nurturing approach to education within and beyond the classroom contributes to what makes our school a special place both for both staff and students.

We are seeking to recruit a highly organised and proactive Operations Manager to play a key role in the smooth and effective running of the school. The postholder will lead on a range of operational functions, including school events, educational visits, recruitment support, and day-to-day administration, ensuring systems and processes are efficient, compliant, and well-coordinated. Working closely with senior leaders, the Operations Manager will provide vital operational oversight, supporting staff, pupils, and visitors, and helping to create a safe, welcoming, and well-managed school environment.

We welcome interest from potential applicants who represent the diversity of our school and local community.

If you would like to arrange an informal discussion of the role, or arrange a visit to the school please email [recruitment@nhtschool.co.uk](mailto:recruitment@nhtschool.co.uk).

**Please apply through My New Term.** The closing date is **9am Thursday 4<sup>th</sup> June 2026**.

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All staff are subject to an enhanced DBS check. A conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.**

***In line with KCSIE 2025 and guidance from The Safer Recruitment Consortium, shortlisted applicants will be subject to an online search.***

# Job Description

<b>Role</b>	Operations Manager
<b>Pay scale</b>	Grade 7
<b>Weekly hours</b>	37 hours per week term time + 5 days <i>Undertake evening work as required to support school events, in line with the needs of the role</i>

## Role Summary

To co-ordinate the management and organisation of all events, trips and visits involving staff, students and parents.

## Key Responsibilities

1. Event Management
2. School Trips and Visits
3. Recruitment
4. Other duties
5. General

## Duties

<b>Key accountabilities</b>	<b>Key tasks</b>
Event Management	<ul style="list-style-type: none"><li>• To liaise with outside bodies as necessary over the arrangements of school events</li><li>• Coordinate the planning and delivery of whole-school events, including parents' evenings, open evenings, and prize-giving events</li><li>• Liaise with senior leaders, teaching staff, and support staff to ensure events are well organised and effectively staffed</li><li>• Manage logistics such as rooming, timings, seating, accessibility and refreshments</li><li>• Coordinate communication with parents and visitors</li><li>• Ensure events run smoothly on the day, responding to issues and supporting staff and visitors as required</li><li>• Undertake evening work as required to support school events, in line with the needs of the role</li></ul>
School trips and visits	<ul style="list-style-type: none"><li>• Coordinate and oversee the planning and approval of educational visits, ensuring compliance with local authority guidance, safeguarding, and health and safety requirements</li><li>• Ensure risk assessments, staffing ratios, and supervision arrangements are appropriate and approved for all trips and visits by the Deputy Headteacher</li><li>• Support staff in the safe organisation of visits, including use of the school's Evolve system and completion of required documentation</li></ul>

	<ul style="list-style-type: none"> <li>• Liaise with external providers and transport companies to obtain costs and ensure suitability and safety</li> <li>• Work closely with the trip lead to ensure effective communication with relevant staff in school responsible for obtaining and managing parental consent, medical information, and emergency arrangements</li> <li>• Provide training to staff on the Evolve system when required</li> <li>• Ensure that all school staff, particularly members of the Senior Leadership Team and key administrative staff are kept fully informed of event/trip arrangements</li> <li>• Maintain clear, concise and up to date records of all events/trips occurring throughout the academic year</li> </ul>
Recruitment	<ul style="list-style-type: none"> <li>• Provide operational support to recruitment processes, ensuring activities are well organised and compliant with safer recruitment requirements</li> <li>• Prepare job packs and recruitment documentation, including adverts, application materials, and supporting information</li> <li>• Coordinate the interview process, including scheduling, candidate communication, rooming, documentation and refreshments</li> <li>• Support the smooth running of interview days, acting as the main point of contact for candidates and panel members</li> <li>• Ensure safer recruitment practices are followed, including identity checks, documentation checks, and record-keeping in line with statutory guidance</li> <li>• Assist in the arrangements for staff induction</li> </ul>
Other duties	<ul style="list-style-type: none"> <li>• Take responsibility for the generation and maintenance of the school calendar</li> <li>• Support with general administrative tasks, including correspondence, document preparation, filing, and record-keeping</li> <li>• Assist with parent, visitor, and stakeholder enquiries, ensuring a professional and welcoming service</li> <li>• Maintain accurate records and systems, in line with GDPR and confidentiality requirements</li> <li>• Provide cover or additional support during busy periods, staff absence, or peak operational times in the main office</li> </ul>
General	<ul style="list-style-type: none"> <li>• Undertake any other reasonable duties commensurate with the role, as directed by the Headteacher or senior leaders Always uphold the school's PRIDE agenda</li> <li>• Adhere to strict standards of confidentiality</li> <li>• Ensure compliance with safeguarding, data protection, equal opportunities, health and safety regulations, policies and guidance</li> </ul>

This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder. Additional duties may be requested from time to time which are commensurate with the post.

We are committed to safeguarding and promoting the welfare of children and young people and all post-holders are expected to share this commitment.

<b>Reports to:</b>	Headteacher's PA
<b>Responsible for:</b>	

## Person Specification

	ESSENTIAL	DESIRABLE
Education / training	<ul style="list-style-type: none"> <li>✓ Educated to GCSE grade C / 4 or above (or equivalent) in English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>✓ Relevant administrative, business, or operational training</li> </ul>
Experience	<ul style="list-style-type: none"> <li>✓ Experience of working in an office or business environment within the public or private sector</li> <li>✓ Experience of using IT systems and databases</li> <li>✓ Experience of organising, coordinating, or supporting events, processes, or activities</li> </ul>	<ul style="list-style-type: none"> <li>✓ Experience of working in a secondary school or education setting</li> <li>✓ Experience of supporting recruitment processes or administrative HR tasks</li> </ul>
Specialist skills and abilities	<ul style="list-style-type: none"> <li>✓ Highly organised with the ability to prioritise, plan, and manage multiple tasks effectively</li> <li>✓ Ability to work on own initiative as well as part of a team</li> <li>✓ Ability to work accurately and to deadlines, often under pressure</li> <li>✓ Strong communication skills, able to communicate professionally and confidentially, with staff, parents, students, and external providers</li> <li>✓ Ability to coordinate logistics and processes to ensure smooth delivery of events, recruitment activity, and trips</li> </ul>	<ul style="list-style-type: none"> <li>✓ Confidence in coordinating meetings, interviews, or large-scale school events</li> <li>✓ Experience of working with senior leaders or external agencies</li> </ul>
General	<ul style="list-style-type: none"> <li>✓ Willingness to undertake evening work to support school events, parents' evenings, and recruitment activity</li> <li>✓ Understanding of the importance of accuracy, efficiency, and</li> </ul>	<ul style="list-style-type: none"> <li>✓ Knowledge of safer recruitment principles (training can be provided)</li> <li>✓ Awareness of health and safety considerations for school events and educational visits</li> </ul>

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|  | <p>compliance in operational processes</p> <ul style="list-style-type: none"><li>✓ Professional, reliable, and approachable</li><li>✓ Calm, flexible, and adaptable in a busy school environment</li><li>✓ Discreet and trustworthy</li><li>✓ Always uphold the school's PRIDE agenda</li><li>✓ Adhere to strict standards of confidentiality</li><li>✓ Ensure compliance with safeguarding, data protection, equal opportunities, health and safety regulations, policies and guidance</li></ul> |  |
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**Please use the above person specification to inform your supporting statement which should be no longer than 2 sides of A4.**

The interview panel will assess each candidate against the above criteria, expecting candidates to demonstrate knowledge and understanding of each area and showing evidence of having applied, or an awareness of how to apply, this knowledge and understanding in the context of our school.

References will also be used to assess the ability of candidates against these criteria.

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All staff are subject to an enhanced DBS check. A conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.**