



# Operations Manager Recruitment Pack

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February 2026



Part of The Keys Academy Trust

*Where every school is a centre of academic and pastoral excellence at the heart of its community unlocking the future for all*



[www.keysacademytrust.org](http://www.keysacademytrust.org)

[www.st-ceciliast.wokingham.sch.uk](http://www.st-ceciliast.wokingham.sch.uk)

# The Keys Academy Trust

The Keys Academy Trust (TKAT) is a local, primary specialist multi-academy trust comprising of thirteen Wokingham and Bracknell primary schools.

We are a family of distinctive schools at the heart of the diverse communities we serve. We are united by our mission of unlocking the future for academic and pastoral success for every child.

TKAT provides a secure and responsible foundation that enables every school to flourish. We are committed to an inclusive culture that values diversity and individuality.

Founded in 2017, TKAT offers schools:

- A safe, established partnership grounded in primary expertise
- Provision of high-quality innovative CPD and national programmes, locally delivered
- Proven school improvement through collaboration, not compliance
- Respect for each school's identity and community context
- Strong central systems that reduce burden and increase capacity

The Keys Academy Trust helps good schools become great - together - whilst keeping their identity.

***We are united by our mission of  
unlocking the future for academic  
and pastoral success for every  
child.***



Everything we do is shaped by our TKAT values, all staff live these values daily.

## VISION AND VALUES

**We are a family of distinctive schools at the heart of the diverse communities we serve.**

In line with our Christian ethos, we aspire to excellent learning and pastoral care for pupils and staff and are committed to being open and welcoming to all.



### Excellence

Striving always to do our very best, so we fulfil our potential, individually and together.



### Partnership

Collaborating with others, within the Trust and outside, for the benefit for all.



### Love of Learning

Offering a broad, balanced and rich curriculum, so we don't just grow in knowledge and skills, but also in our appetite to keep learning.



### Innovation

Seeking new and better ways of teaching, using evidence-informed research to create the best conditions for learning for our pupils, our staff and our communities.



### Nurture

Creating safe environments where all can flourish and become responsible and caring members of their communities.



### Integrity

Embodying honesty, demonstrating humility and grace when things go wrong and acting transparently and wisely in all we do.

# Welcome

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TKAT is extremely proud of the way in which St Cecilia's Church of England Primary School has, since its opening in January 2023, established a strong, inclusive school community. The school has developed a clear Christian vision, an inclusive culture, and an environment in which pupils, staff and families flourish together. This was affirmed through the SIAMS inspection in December 2025, which recognised the school's strong vision, ethos and commitment to the flourishing of all.

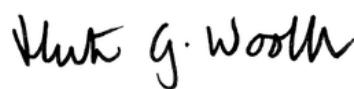
There is now an exciting opportunity for an experienced Operations Manager to join St Cecilia's at this important stage in its development.

We are seeking a highly organised, proactive and values-driven professional who will oversee the smooth and effective operation of the school. The successful candidate will lead on HR processes, premises and facilities management, health and safety, procurement, contracts, and administrative systems, ensuring that all operational functions enable staff to provide high-quality education and exceptional opportunities for pupils. They will work in partnership with the Headteacher, governors, families, TKAT and the wider community to support excellence and continuous improvement.

The Operations Manager will be a skilled communicator, an efficient problem-solver and a calm, flexible presence within the school. They will model professionalism, integrity and discretion, build strong working relationships, and contribute to a culture in which all members of the community feel supported and able to thrive.

As part of The Keys Academy Trust, you will join a collaborative network of resourceful and committed Operations Managers who place our Trust values at the heart of everything they do.

Thank you for your interest in this post.



Hester Wooller  
CEO



David Horrocks  
Chair of Governors



St Cecilia's Church of England Primary School opened as a brand new 210-place primary free school in Wokingham in January 2023. By September 2026, its period of growth will be complete and there will be one class in each cohort from Nursery through to Year 6.

In December 2025, the school had its first SIAMS Inspection which had exceptionally positive outcomes. One of the notable strengths was reported as: *"Committed leaders place the Christian vision at the heart of strategic planning at St Cecilia's, so that it underpins policies and decisions. Their effective monitoring and evaluation ensure that the vision is lived out through daily practices and experiences. This enables adults and pupils to flourish."*

We are looking for an experienced Operations Manager to take up this exciting opportunity to build upon the strengths of this new primary school within The Keys Academy Trust. It is a unique site as it features a new Community Centre within its grounds which will help to promote our vision of St Cecilia's being at the heart of this new growing community in Matthewsgreen. The site includes playing fields, outdoor learning spaces, a spacious hall, dedicated library, nurture and technology areas.

The school has strong financial management and as a new free school is exceptionally well resourced which benefits all its pupils and our staff team.

***Adults and pupils  
are flourishing -  
SIAMS December  
2025***



# Vision and Values



St Cecilia's  
CHURCH OF ENGLAND PRIMARY SCHOOL

***'Therefore encourage one another, and build each other up.'***  
***(Thessalonians 5:11)***

At St Cecilia's, our vision is to be a community where we celebrate everyone's gifts and where everyone flourishes and grows together.

We encourage each other to use our gifts for the good of others and to build up our school as a whole. We have high expectations of academic success and strong pastoral care for all in our community.

We nurture academic habits and skills, personal development and creativity across the whole range of subject disciplines, including music, drama and the arts. St Cecilia is the patron saint of music and musicians. We see all of the creative arts as important ways for children and the whole school community to discover more of who they are and who they are growing into.

At St Cecilia's our school values emphasise the way we celebrate each person who is part of our school community: children, parents, staff as well as the wider community to which we belong.



***"Pupils are proud that their school is named after St Cecilia, the patron saint of music. They enjoy singing, choir and learning instruments. Performing in concerts with the Wokingham Music Association boosts their confidence and sense of achievement. Playing music together also fosters pupils' spiritual and emotional growth."*** - SIAMS December 2025

# Job Description

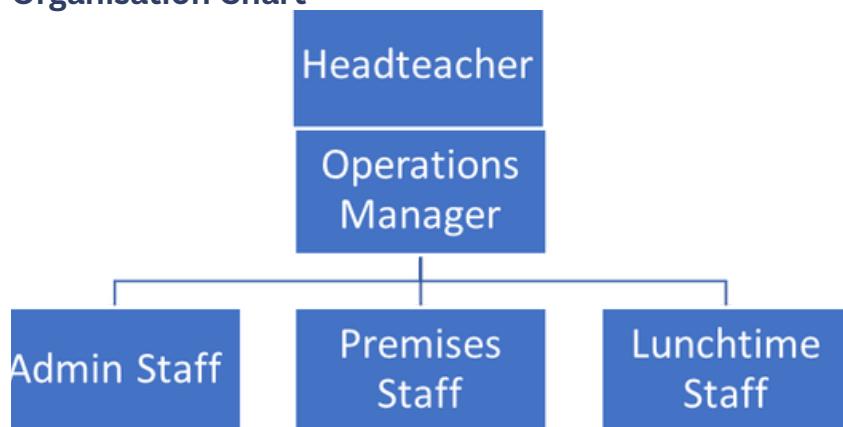
## Job Purpose

To be responsible for all, or the majority, of the disciplines, of HR management, Premises management, Health & Safety, Procurement and all matters within the management of the school which are supportive to the teaching function.

## Summary of Main Contacts:

- Parents
- Teachers
- Governors
- Other school staff
- Other professionals
- Pupils
- The Keys Academy Trust

## Organisation Chart



## Safeguarding Statement

We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn in
- Identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.



# Job Description

## Main Tasks / Main Accountabilities

1. To provide leadership and guidance for support staff, including direct line management responsibility where appropriate for administrative, financial, and premises staff.
2. To be responsible for the recruitment, professional development, appraisal and training for staff directly managed.
3. To be responsible for the systems and the general management of the school's administrative computer network.
4. To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services for the school.
5. To be responsible for the arrangements for school facilities including catering, transport, bookings for school facilities.
6. To be responsible for seeking professional advice on insurance and advising staff and governors on the appropriate insurances for the school. Handling any claims as they arise.
7. To manage the ACCESS People personnel database, prepare staff contracts, maintain staff absence records and timesheets and resolve any payroll issues.
8. To liaise with the school's personnel provider and to advise the staff and governors on employment matters and policies.
9. To assist the Headteacher with the formulation and implementation of the school's Health and Safety policy.
10. To act as the school's Health and Safety co-ordinator.
11. To be responsible for the maintenance and security of the school site and the buildings.
12. To be responsible for securing sponsorship funding and for promoting the school to different audiences and raise the profile within the local community.
13. To manage all school trips on the Evolve system.
14. Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the postholder.



***“Well supported by leaders and by the whole staffing team. Every member has something to contribute and everyone feels valued. It is a lovely working environment.”***

***- St Cecilia’s Teacher, June 2025***

# Person Specification



	<b>Essential</b>
<b>Knowledge / Qualifications</b>	<p>(Including professional body qualifications, NVQs etc and Training)</p> <ul style="list-style-type: none"> <li>• Certificate of School Business Management – desirable</li> <li>• Knowledge of HR provision</li> <li>• Knowledge of Payroll/Pension provision</li> <li>• Knowledge of Health and Safety legislation</li> <li>• Knowledge of Personnel packages</li> <li>• Knowledge of spreadsheets and word processing packages</li> </ul>
<b>Skills / Abilities</b>	<p>(Problem solving, creative thinking, team working, quality focus, customer service, report writing, IT skills, people management)</p> <ul style="list-style-type: none"> <li>• Good general communication skills</li> <li>• Good telephone manner</li> <li>• Good organisational skills – able to prioritise workload</li> <li>• Successful project management</li> <li>• Tact, diplomacy, confidentiality and sensitivity are paramount to this post</li> <li>• Able to use Word and Excel to an intermediate level</li> <li>• Able to work independently but also as part of a team</li> <li>• Proven analytical and strategic skills</li> <li>• An ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• A good understanding of the education sector and up to date knowledge of relevant legislation.</li> <li>• Experience of implementing change in a rapidly moving environment.</li> <li>• Experience of facilities management</li> <li>• Experience of income generation</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A flexible approach to work</li> <li>• A sense of responsibility</li> <li>• Tact and diplomacy, understanding of confidentiality issues</li> <li>• Integrity</li> <li>• A willingness to constructively challenge the work of self and others to continually improve own and team performance.</li> </ul>
<b>Special Factors</b>	<p>(hold driving licence, work special hours, prepared to travel, attend evening meetings, hazardous conditions etc.)</p> <ul style="list-style-type: none"> <li>• Prepared to attend evening meetings if required and visit other schools in the Trust.</li> <li>• Ability to deal with day to day interruptions – re prioritise work as situations arise.</li> </ul>



We welcome applications from those who share our vision and values  
and are inspired by this career opportunity within  
The Keys Academy Trust at St Cecilia's C of E Primary School.



🌐 [www.keysacademytrust.org](http://www.keysacademytrust.org)

✉️ [enquiries@keysacademytrust.org](mailto:enquiries@keysacademytrust.org)

📍 St Cecilia's C of E Primary School, Howlett Drive,  
Wokingham, Reading, Berkshire, RG41 1BJ



**St Cecilia's**  
CHURCH OF ENGLAND PRIMARY SCHOOL