



Operations
Manager
Mowden Hall School



From the Head

May I offer an extremely warm welcome from Mowden Hall School. Every child deserves their schooldays to be magical. We want all our children to feel at home here, with time and space to grow and develop, whilst enjoying their childhood in a nurturing, caring and creative environment.

I believe that as a school, we have a responsibility to provide our pupils with as many opportunities as possible – academic, co-curricular and pastoral. Every stage of education is preparation for the next, but it is not enough to simply prepare children for the challenges that lie ahead. We need to inspire our children, to bring curiosity and excitement to every lesson, to every experience.

We are fortunate to have beautiful grounds, excellent facilities and staff who are both dedicated and talented. This collectively ensures Mowden Hall School is a very special place. We all have the same aim, which is to provide educational excellence for the children in our care. This is an extremely happy school, in which relationships are built on kindness and respect.

Our ambitions for our children are wide-ranging, but we know that the most lasting future successes will be based upon developing their confidence, and an open-minded and creative approach to life and learning.

Best wishes,
Phil Sturt





About Mowden Hall School

Text

Mowden Hall is a leading independent, co-educational boarding and day school for 230 children aged 2 to 13, nestled in the picturesque Northumberland countryside, just fifteen miles west of Newcastle. The Pre-Prep and Nursery are located on the same site and share excellent facilities with the Prep School, fostering a seamless learning environment. The Prep School embraces a strong boarding ethos, with a significant number of pupils choosing to board.

Set within 50 acres of stunning grounds, with breathtaking views across the Tyne Valley, Mowden offers a rich and holistic educational experience. We believe that education extends beyond the classroom, as we encourage the development of skills, passions and interests. While academic excellence is a cornerstone of our ethos, equal importance is placed on sport and a vibrant extracurricular programme to nurture well-rounded individuals.

Pupils from Mowden Hall transition to a diverse range of prestigious senior schools, including Oundle, Eton, Rugby, Sedbergh, Ampleforth, and top Newcastle day schools. In recent years, students have earned scholarships across various disciplines, and since September 2007, every pupil has gained entry to their chosen senior school at 13+.

The school maintains high expectations for all its pupils and takes pride in their achievements. Rated "Excellent" across all areas in the most recent ISI Inspection, Mowden Hall continues to thrive, with enrolment increasing by over 20% in the last four years.

A dynamic and stimulating curriculum, delivered by dedicated and passionate staff, ensures that pupils leave Mowden Hall exceptionally well-prepared to continue their education at the country's leading secondary schools.

At Mowden, we believe that good character creates a values-driven culture, which can help to improve attendance, behaviour, wellbeing and attitude to learning. Our six Mowden Character Values are **Kindness, Community, Resilience, Communication, Honesty** and **Independent Thinking**.

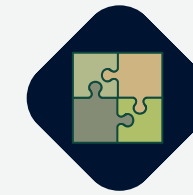
Mowden Hall is a member of the Prep Schools Trust. The Trust has seven Schools across England and provides exciting opportunities for the School in terms of staff development, financial management and curriculum innovation.



Independent Thinking



Honesty



Community



Resilience



Kindness



Communication

The Role

We are seeking to appoint an experienced Operations Manager to join the School in September 2025 on a full time, permanent basis. Reporting directly to the Head, the Operations Manager will be a member of the Senior Leadership Team and provide strategic leadership on all matters operational. An experienced team leader, the Operations Manager must have an excellent attention to detail and a love of high quality systems and processes. Able to think strategically, they will ensure our provision meets the necessary standards to ensure Mowden Hall is a safe and fit-for-purpose environment.

In liaison with the Trust's COO, The Operations Manager will also plan and project manage larger-scale site maintenance and development works, which take place predominantly during the school holidays, ensuring they are delivered to quality, time and budget.

An experienced team leader, the Operations Manager must have an excellent attention to detail and a love of high quality systems and processes, alongside some financial and business experience. Able to think strategically, they will ensure our provision meets the necessary standards to ensure Mowden Hall is a safe and fit-for-purpose environment.

The role operates on a 52 weeks per year contract, with 28 days annual leave per annum.

Reporting to: Head

Salary: £50,000

Job summary: The Operations Manager will be responsible for infrastructure (grounds, maintenance, security, and development), health and safety, domestic operations, fleet management, contract management, and human resource management.





Roles and Responsibilities

Management

- Member of the Senior Leadership Team
- Managing the Domestic Staff
- Managing the Estates Staff
- Manager of iSAMS HR module and CPOMS Asset Management
- GDPR Compliance Officer for Mowden Hall School. To keep on top of all updates and ensuring that staff are aware, and point of contact for staff if they have questions regarding GDPR
- Inspection Compliance Officer.

Health & Safety

- Act as the School's Health & Safety Coordinator and Fire Officer; chair the Health and Safety Committee
- Report to the LAG (Local Advisory Group) regarding Health and Safety
- Oversee fire and lockdown practices
- Lead on risk management through assessment, implementation and evaluation of practices.
- Ensure the school's written Health & Safety policy statement is clearly communicated and available to all people
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Leadership Team, Trustees and, where appropriate, the Health & Safety Executive and RIDDOR.

Facility & Property & Estate Management

- Work with the Maintenance Manager and Head Groundsman to oversee the smooth operation of the school site and buildings, including preparing maintenance schedules and the efficient operation of all facilities on the estate
- Project manage new capital and refurbishment projects
- Work with the Maintenance Manager and Head Groundsman to ensure all estates-related contracts are maintained to the highest quality and provide the School with value for money
- Work with the Maintenance Manager to ensure the safe maintenance and security operation of all school premises
- Ensure the continuing availability of utilities, site services and equipment
- Manage on-site staff accommodation, including on-boarding and departure processes
- Follow sound practices in estate management and grounds maintenance
- Monitor, assess and review contractual obligations for outsourced school services
- Support the Maintenance and Grounds team to create a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided

Roles and Responsibilities

- Work with line managers to ensure ancillary services e.g. catering, cleaning, laundry etc., are monitored and managed effectively
- Liaise with Trust Office on all matters relating to insurances including lodging any claims and providing information as requested.
- To manage the School's fleet, including minibuses and agricultural vehicles
- To negotiate, manage and monitor contracts, tenders and agreements.

Human Resource Management

- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with Trust guidance as well as legal and regulatory requirements
- Support the Head in administering the recruitment and selection process for all staff
- Manage recruitment, performance management, appraisal and development for all support staff
- Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on School and staff
- Ensure staff have a clear understanding of the HR policies and procedures and the importance of putting them into practice
- Make use of specialist expertise at Prep Schools Trust in relation to HR issues
- Working with the Head, help to develop the School's strategic objectives and obtain information for workforce planning including identifying the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities
- Monitor staff absence, seek appropriate advice and action where required, in liaison with the Head and Trust Office.

Inspection

- Ensure administrative compliance of ISI, Department of Education's latest statutory guidance. Dealing with all Staff/Trustees/Peripatetic/Volunteers/Work Experience DBS checking, including input and maintenance of the SCR in accordance with Government and ISI regulations
- Compliance Officer for School Inspections
- Managing and coordinating all documentation for an Inspection relating to operations.

Financial Planning, Budgets and Income Generation

- Assist the Head with financial planning, financial forecasting and budgeting
- Manage the Operations budget ensuring value for money
- Support the Head in the development of additional income from sources other than fees such as swim school, holiday clubs, and residential lettings.

Any other duties and responsibilities reasonably requested by the Head.





Salary and Benefits

The salary will be on the Mowden Hall pay scale and related to experience and qualifications. You will automatically be enrolled in the NEST pension scheme. Other benefits for this role include on-site accommodation, an employee assistance programme, free food whilst working and free parking. All permanent staff are also entitled to a 50% discount on school fees, subject to terms and conditions.

Medical Fitness

Any offer of employment will be conditional upon the appointee's fitness to carry out the role. New employees will be asked, following an offer of employment, to complete a questionnaire regarding medical fitness.

Recruitment Checks

Mowden Hall requires all new employees to complete an enhanced level criminal background check through the Disclosure and Barring Service. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence. References will be taken up before interview for any shortlisted candidate in line with KCSIE guidelines.

All appointments are made in accordance with our Equality Policy and applicants should let us know of any special needs they may have so that adjustments can be made if required.

Person Specification

Operations Manager

Experience / Knowledge

- Degree or equivalent related professional qualification or relevant experience - **Essential**
- Knowledge & understanding of Health & Safety legislation - **Essential**
- Experience managing and leading teams - **Essential**
- Experience of working effectively with internal and external partners - **Essential**
- Experience of resource management, procurement and contract management - **Essential**
- Experience of using IT to plan, deliver projects and budget - **Essential**
- Recognised School Business Management Qualification or currently studying for such - **Desirable**
- Working in a strategic role in public or educational sector - **Desirable**
- Experience of project management, planning, managing and monitoring of maintenance or building work - **Desirable**
- Knowledge of personnel procedures and employment legislation - **Desirable**
- Applied knowledge of Human Resources Management - **Desirable**

Skills and Attributes

- Ability to use initiative, prioritise, meet deadlines - **Essential**
- Effective communicator and presenter – orally and in writing - **Essential**
- Ability to lead and also to work as part of a team - **Essential**
- Ability to develop and maintain good relationships with a wide range of people, from parents and pupils to outside agencies - **Essential**
- Good negotiation skills in order to negotiate contracts and solutions to problems.
- Manage a diverse workload with conflicting deadlines - **Essential**
- Produce clear, concise and accurate reports - **Desirable**

Personal Qualities

- Planned and organised approach to workload - **Essential**
- Maintain absolute confidentiality and integrity - **Essential**
- Demonstrate a commitment to the school vision, aims and ethos, its community and the school improvement agenda - **Essential**



Application Process

To apply, please complete the [Mowden Hall Application Form](#) by 2.00pm Thursday 26th June 2025, together with a letter outlining your reasons for applying.

Interviews will take place shortly after the closing date.

For an initial discussion regarding the role, please contact Mr Phil Sturt, Head, by email: psturt@mowdenhallpst.org.

Please apply early; we reserve the right to close applications when we reach a sufficient level and quantity of candidates.

No agencies please.

Mowden Hall School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment would be subject to: references satisfactory to the Prep Schools Trust; enhanced Disclosure and Barring Service Check; proof of right to live/work in the UK, and evidence of stated qualifications.

Mowden Hall believes in diversity and inclusion, and would like to create a workforce as diverse as our pupils.

We would welcome applications from those in ethnic minority groups who are currently underrepresented.