



Special
Partnership
Trust



Job Title: Operations Manager
Closing Date: 7th December 2025
Interview Date: 11th December 2025
Start Date: ASAP – January 2026
Salary: £39,499.00
Location: Doubletrees School, St Blazey Gate, PL24 2DS
Contract type: Permanent, 52.14 working weeks 37.5 hours per week

Please note that this vacancy may close early if we receive enough suitable applications. We encourage interested candidates to apply as soon as possible.

Are you an experienced leader in school operations, HR, finance, or compliance? Do you thrive on ensuring that systems run smoothly so that teaching and learning can flourish? If so, we would love to hear from you!

At the Special Partnership Trust, we are committed to delivering outstanding educational outcomes and building inclusive, empowering communities. Doubletrees School is a vibrant part of our Trust, and we are seeking a highly motivated School Operations Manager to play a pivotal role in supporting the Headteacher and Senior Leadership Team.

The Role

As Operations Manager, you will provide high-level strategic and operational support, ensuring the smooth and effective management of the school's administrative, HR, financial, and operational functions. You will act as a key link between leadership, staff, governors, parents, and external stakeholders, enabling the Headteacher to focus on strategic priorities.

You will lead and line manage the administration team and premises supervisor, holding them to account for the delivery of their responsibilities. By overseeing compliance, financial processes, HR systems, and facilities management, you will ensure the school operates as a safe, well-organised, and financially sustainable environment that supports outstanding teaching and learning.

This is an exciting opportunity to join our team and to support and develop the school in line with its shared values and improvement priorities. We provide a creative and ambitious range of learning for over 100 pupils with a range of complex learning, physical and communication needs aged from 2-19 years. The school is a member of the Special Partnership Trust, an ambitious and energetic trust, inspiring collaboration of specialist provision in Cornwall, with a focus on excellence in learning for everyone.

Doubletrees School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

 Doubletrees School, St Blazey Gate, St Blazey, Cornwall, PL24 2DS

 01726 812 757

 enquiries@doubletrees.org.uk

 doubletrees.org.uk



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All offers of employment are subject to the satisfactory completion of checks and references, including an Enhanced Disclosure and Barring Service (DBS) check. We will offer you a detailed induction and ongoing, high quality professional development opportunities to fully develop in your role. Following updated guidance on Keeping Children Safe in Education; Doubletrees School will undertake an online check of all shortlisted candidates.

If you have the commitment, energy, initiative and drive to help us meet our core values, then we welcome your application. Informal visits are encouraged by appointment only. Please call 01726 812757 to arrange a visit.

Please visit the school website www.doubletrees.org.uk for further information and an application pack.

In addition to your application form, please click on the following link to complete the Equal Opportunities Monitoring form: [Equal Opportunities Monitoring Form](#).

Completed applications should be returned to the HR Team:
Recruitment@specialpartnership.org

Please note CVs will not be considered.



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