



NEWSTEAD WOOD SCHOOL

"creating opportunities for success"



CANDIDATE PACK

JOB ROLE: School Operations Manager

*A highly selective girls' state secondary school,
with a co-educational Sixth Form.*



OUR SCHOOL

Newstead Wood School, founded in 1954 as Orpington Grammar School for Girls, is renowned for academic excellence and a strong sense of community. With six forms of entry, modern facilities, and the motto *Fortitudine Crescamus* ('May we grow in strength'), the school supports both academic and personal growth. Students are assigned to one of six houses - Nightingale, Wren, Swift, Falcon, Griffin, and Phoenix - building identity and belonging.

The school offers unique opportunities like international trips to Japan, New York, Borneo, and Malta, plus electives in film, photography, classical civilisation, and fencing. With a focus on highly able students and strong career support, Newstead Wood School consistently earns an 'Outstanding' rating from Ofsted, with the most recent inspection in 2022.

WELCOME FROM THE HEAD

We are looking for people to join us at Newstead Wood School who are passionate about education and their subject, dedicated to fostering a love of learning, and committed to inspiring our talented and able students. We seek dynamic and inspirational staff who share our vision and commitment to providing a broad and high-quality education. Whether you're a seasoned educator or just starting your teaching career, we welcome individuals who thrive in a collaborative, diverse and inclusive environment and are eager to contribute to our vibrant school community.



We are delighted to have been named as London State Secondary School of the Year 2025 in this year's Sunday Times Parent Power schools guide!



'The strong culture and relationships at Newstead Wood School form the foundation on which our students develop character, initiative, tenacity, collaboration and creativity across all subjects and disciplines. The excellent academic results and outstanding destinations represent the confidence created and progress made within our community.'

Paul Norman, Headteacher



OUR ETHOS AND VALUES

At Newstead Wood School we value, share and celebrate:



Newstead Wood School is a member of the International Coalition of Girls' Schools (ICGS)



'The ICGS unites girls' schools worldwide and we look forward to contributing to this incredible group of institutions. Girls' schools foster global changemakers – empowered women who are equipped to tackle the world's biggest challenges with courage competence and empathy. Research shows that graduates from girls' schools are more engaged in their communities, culturally competent, and politically active. We are excited about the opportunities ahead and the chance to be part of such a transformative movement!'

Paul Norman, Headteacher



ACADEMIC EXCELLENCE

GCSE RESULTS 2024
Grade 9 **40%**

A LEVEL RESULTS 2024
Grade A*- B **85%**

GO TO A RUSSELL GROUP
UNIVERSITY 2024 **40%**

MOST POPULAR COURSES FOR UNIVERSITY

Medicine
Biomedical science
Computer science
Engineering
Economics
Accountancy
Fashion and Fine Art
Law
Maths
Politics and Philosophy
Psychology

MOST POPULAR UNIVERSITY DESTINATIONS

University of Oxford
University of Cambridge
Kings College London
Imperial College London
University College London
London School of Economics
University of Bristol
University of Nottingham
University of Warwick
Durham University
University of Sheffield

ELECTIVE PROGRAMMES

Medicine, Dentistry, Veterinary
Oxbridge Programme
GCSE Statistics
Crest Science Programme
Model United Nations
Jack Petchey Dance Programme
Fencing
Neuropsychology
Yoga



CAREERS & TALKS

Industry talks with
leaders to provide
students with career
insights

MENTOR STUDENTS

throughout university
application process with
mock tests and interviews

SUPPORTING PUPIL PREMIUM STUDENTS

SPORTING EXCELLENCE

Netball
Football
Rugby
Hockey
Badminton

KENT NETBALL CHAMPIONS

PARTNERSHIP WITH BROMLEY TENNIS CENTRE



DIGITAL PLATFORMS TO SUPPORT LEARNING

Sparx Maths
Sparx Science
Sparx Reader
Seneca Learning
MS Teams
Kerboodle
Uplearn
Massolit

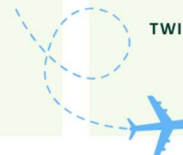


TRIPS & VISITS

France Spain
USA Switzerland
World Challenge trip to
Borneo 2026

INTERNATIONAL EXCHANGE PROGRAMMES

MANDARIN
JAPANESE
LATIN



*In the Sixth form,
students enjoy demanding
work and use academic
vocabulary to question
and challenge concepts
readily.*
Ofsted

*Leaders promote a
coherent, integrated and
nurturing approach to
the well-being of pupils.*
Ofsted

*Pupils thrive here. They
are happy and safe in
the school's nurturing
environment.*
Ofsted

*We found pupils positive,
focused and eager to
speak their minds - a good
reflection of the
independence of thinking
nurtured here.*
Good Schools Guide 2023

CLUBS & SOCIETIES

Music
Sports
Film and Drama
Debating
Science
Medical Societies
(MUAF/MUN)
Languages
Arts and Graphics
Design and Textiles
Literature
Chess, Games, Puzzles



**INTERNATIONAL COALITION
OF GIRLS' SCHOOLS (ICGS)**
As one of the UK's leading
super selective schools, we
are proud to be part of this
global network dedicated to
empowering young women
through education,
collaboration, and advocacy.



ACADEMIC EXCELLENCE FUND



ALUMNI NETWORK

DUKE OF
EDINBURGH'S
AWARDS



DEGREE APPRENTICESHIPS

Goldman Sachs
Barclays
Atkins
Charles Russell Speechlys
GSK

STEM LONDON COLLABORATION

providing quality Subject-
specific CPD combining
expertise in teaching and
learning Science





THE ROLE

ROLE:	School Operations Manager
REPORT TO:	Headteacher
DEPARTMENT:	Support
HOURS:	37.5 hours, 52 weeks per year
SALARY:	c. £45,000 dependent on experience
CLOSING DATE OF APPLICATION:	21 st June 2026

MAIN PURPOSE OF THE JOB

The School Operations Officer is responsible for the effective coordination and day to day management of the school's support services. The post holder will oversee a broad portfolio including site and premises management, facilities (including cleaning & catering), compliance, health and safety, administration, communications and events, as well as supporting payroll and staffing processes.

The role focuses on ensuring systems and services are well organised, compliant, and running efficiently, supporting senior leaders to maintain a safe and effective environment for teaching and learning.

KEY RESPONSIBILITIES

Operational Management

- Coordinate the delivery of support services across the school to ensure smooth day-to-day operations.
- Act as a central point of contact for operational matters, responding to issues and ensuring timely resolution.
- Implement and maintain effective systems and processes to support school operations.
- Support senior leaders by providing operational information and updates as required.

Site & Facilities Management:

- Oversee the day-to-day operation of the school site, buildings, and grounds.
- Coordinate facilities services, including cleaning and catering, to ensure high standards are maintained.
- Liaise with contractors and service providers, ensuring work is completed to agreed standards.
- Monitor routine maintenance and report or escalate issues requiring further attention.

Compliance & Health & Safety:



- Coordinate and maintain systems to ensure compliance with statutory requirements.
- Support the implementation of health and safety policies and procedures across the school.
- Maintain accurate records of checks, audits, risk assessments, and incidents.
- Ensure that routine processes (e.g. fire drills, inspections, contractor checks) are carried out effectively.
- Escalate risks or compliance concerns to senior leaders as appropriate.
- Act as the local GDPR and Data Protection lead, ensuring compliance with legal and regulatory requirements.
- Maintain and oversee manual and electronic record systems, including the school MIS (e.g., SIMS, Arbor), ensuring accuracy and data integrity.
- Prepare data reports and analyse administrative trends to support operational decision-making.

Administration and Office Operations

- Oversee the efficient running of administrative systems and office processes.
- Coordinate workloads within the administrative function to ensure timely and effective support.
- Ensure accurate record keeping and compliance with data protection requirements.
- Support senior leadership with operational administration where needed.

Communications and Events

- Coordinate the planning and organisation of school events, including logistics and scheduling.
- Support internal and external communications, ensuring information is clear, accurate, and timely.
- Ensure operational calendars are maintained and contribute to key school publications (e.g. newsletters, website content).

Staffing & Payroll:

- Provide oversight of payroll processes, ensuring information is accurate and submitted on time.
- Liaise with HR and senior leadership on staffing matters.



THE DEPARTMENT

We are a proactive, dedicated, and energetic administrative team committed to delivering exceptional customer service and upholding the high standards that define Newstead Wood School. As a point of contact for students, families, visitors, and staff, our department plays a vital role in supporting academic excellence and ensuring every interaction reflects our school's values.

Collaboration is at the heart of our work. Every member of our support staff is valued, supported, and encouraged to contribute to a consistently high-quality service. We take pride in our warm, professional, and solutions-focused approach, ensuring that everyone who engages with the school feels welcomed, respected, and well-supported.

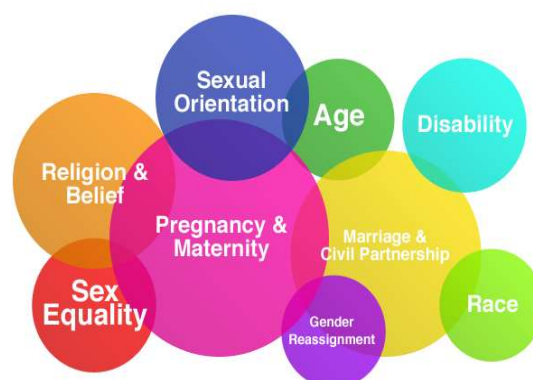
Our ethos is rooted in a strong community of learners. We nurture a friendly, aspirational, and inclusive culture, working closely with teachers, parents, and students to maintain the exceptional environment that makes Newstead Wood a highly sought-after girls' grammar school.

We are now seeking an Administrator who shares our commitment to outstanding customer service and who will represent the school with professionalism, kindness, and integrity. This is an opportunity to play a key role in ensuring that everyone's experience reflects the excellence and care at the heart of Newstead Wood School.



EQUAL OPPORTUNITIES

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. We particularly welcome applications from BAME candidates as they are currently under-represented at Newstead Wood School.





WHY WORK WITH US?

Competitive Pay



Competitive remuneration & benefits. For teachers, we guarantee to pay above the maintained sector.

Pension Scheme



Generous TPS/LGPS pension schemes to all academy based colleagues.
(26.68% TPS and 22.9% LGPS)
Both schemes will pay a death in service payment of 3 times your pensionable pay.

Health Care Cash Plan



Money towards the cost of essential healthcare such as trips to the optician, dentist or physiotherapist up to certain annual limits. Virtual GP access 24/7.

Cycle to Work Scheme



Tax efficient cycle to work scheme.

Discounts



Access to over 250 exclusive discounts on everything from coffee and cinema tickets, to holidays, shopping and gym memberships through Perkbox.

Discounted RAC Cover



Free On-site Parking



Free Annual Flu Vaccination



Support and Training



Career Development and CPD



We offer a robust professional development programme including in house training, external courses and a mentoring/coaching scheme to support your growth.

Enhanced Parental Leave and Family friendly policies



Enhanced maternity pay and a supportive company sick pay policy

Employee Assistance Programme



Confidential independent advice and support on a range of financial and legal matters, counselling and support with a 24/7 helpline.

Excellent Transport Links



Rail services to central London and Kent & the South Coast depart from Orpington station (18 minutes walk). The area is served by a number of bus routes. Free parking is available to all staff onsite.

Staff Wellbeing classes & socials



Access to free of charge yoga classes, fitness classes and "Let's talk" clubs. Staff socials including quizzes, parties and a choir.

Car Lease Scheme



Access to great discounts on car leasing of low emission cars through a direct debit scheme



HOW TO APPLY

You can complete the application online via the school website [here](#).

If you have any questions or would like an informal discussion or school visit, please contact our HR Department: recruitment@newsteadwood.co.uk or call 01689 853626.

INTERVIEWS

The closing date for applications is Sunday 21st June 2026.

Applications will be reviewed as they are received. The school reserves the right to appoint at any stage of the recruitment process; early applications are therefore encouraged.

Please note, we do NOT accept applications by Curriculum Vitae.

SAFEGUARDING NOTICE

Newstead Wood School is committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed.

RECRUITMENT POLICY

Newstead Wood School is working hard to become a more diverse organisation which is key to our commitment to bringing out the best in everyone. We welcome applications from everyone committed to this ethos and would particularly welcome applications from minority candidates. We always appoint on merit.

If you consider that the provisions of the Equality Act 2010 apply to you, or if you require assistance at any stage of the process, please contact the HR Department, telephone 01689 853626 or email recruitment@newsteadwood.co.uk. Newstead Wood School actively supports equality, diversity and inclusion and encourages applications from all sections of society.

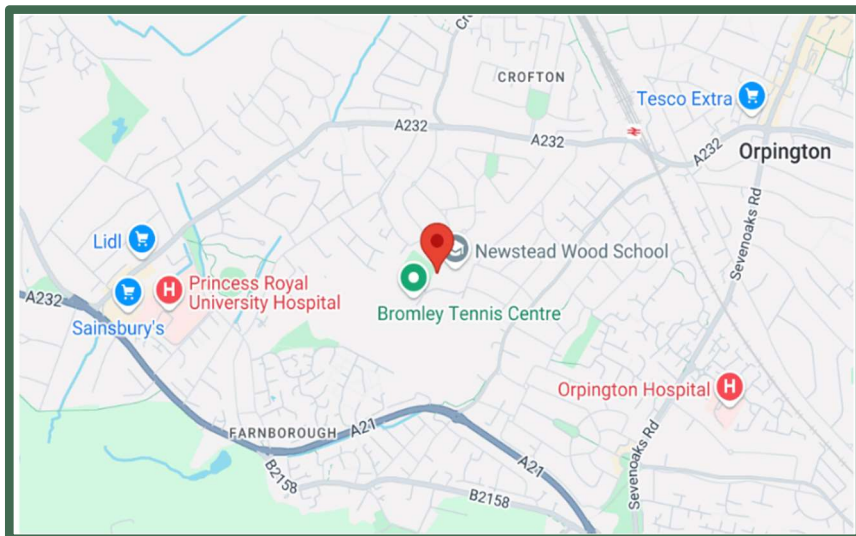
USEFUL LINKS

[School Website](#)

[School Prospectus](#)

[United Learning Group](#)

[UL Benefits](#)



LOCATION:

Newstead Wood School
Avebury Road
Orpington
BR6 9SA
Telephone: 01689 853626



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