



# TRURO SCHOOL

NURSERY | PREP | SENIOR | SIXTH



## **Information for Candidates Operations Manager - Prep**

Commence October 2025

Permanent / Full Time / All Year Round

## From Kieran Topping Chief Operating Officer



Dear Candidate,

Thank you for your interest in the role of Operations Manager here at Truro School Prep.

Our School is steeped in 140 years of history, and is Cornwall's leading coeducational independent school for children aged 3-18. We are situated over two campuses. The Senior School educates around 840 pupils and is set within 40 acres of sports fields and open spaces overlooking Truro and its iconic Cathedral. The Prep School educates around 300 pupils and is located next to the Royal Cornwall Hospital. We have superb facilities and resources at both sites that support our forward-looking educational ambitions.

Our Cornish setting allows us the privilege of working in a thriving city surrounded by beautiful rural and coastal opportunities. Our educational philosophy is to promote inclusive excellence, academically, pastorally and via a vibrant co-curriculum, for all who join our school.

Underpinned by a welcoming and liberal Methodist ethos, we champion the values of curiosity, courage, creativity, compassion and confidence in all we do. We want all our pupils to be and to become the very best of themselves, embracing the richness of a broad and forward-thinking education. We want our staff to be excited by what we are able to provide for the children under our care.

We are an "excellent"<sup>1</sup> co-educational school that is large enough to offer many diverse and exciting opportunities, but small enough to know our children and families well. We champion an ambitious, broad and balanced education, and we hope that everybody who joins us will feel an important part of this flourishing community.

For a flavour of life here at Truro School please look at our website [www.truroschoo.com](http://www.truroschoo.com) and view our virtual tour, where you will see and hear from staff and pupils, and find a glimpse of who we are and where we work.

A handwritten signature in blue ink, appearing to read 'Kieran Topping'.

Kieran Topping  
Chief Operating Officer

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<sup>1</sup> As judged by ISI in 2017 at both our Senior and Prep Schools

# Job Description: Operations Manager- Prep

## ACCOUNTABLE TO:

Operations Director

## ROLE OVERVIEW:

The Operations Manager (Prep) is responsible for ensuring the smooth and efficient running Truro School Prep from a support services perspective. This includes overseeing catering, facilities, utilities and other support services that enable the school to function effectively for both pupils and staff.

The role is a balance of hand-on work and strategic planning – not only managing the day-to-day operations but also proactively planning ahead to support the demands of our busy and dynamic school calendar. This includes preparing for events, term transitions, seasonal activities and ensuring all operational aspects are aligned with the boarder needs of the school community.

The individual will be practical, calm under pressure, solutions-focussed and able to adapt to the varied and sometimes unpredictable demands of school life. Strong organisational skills and the ability to anticipate and respond to upcoming operational needs are essential.

## KEY TASKS AND RESPONSIBILITIES:

### Catering:

- Oversee the day-to-day catering function, ensuring a high standard of food quality and service
- Proactively manage allergens and special dietary requirements, maintaining accurate records and clear communication with staff and parents as necessary.
- Develop and maintain a healthy, balanced and appealing menu cycle, updated termly
- Research ingredient options and pricing to ensure value for money and variety
- Manage stock procurement, deliveries and safe storage in line with food safety regulations
- Carry out regular stock takes (at least half termly) to maintain accurate inventory control
- Handle catering-related invoice administration, working with the Finance team as necessary
- Ensure full compliance with relevant food hygiene legislation, health and safety requirements and school policies
- Ensure catering provision is in place to support all school events, including evening or weekend functions when required.

### Cleaners:

- Manage the daily schedules and performance of the cleaning team to ensure high standards of cleanliness across the School
- Co-ordinate the prompt and thorough cleaning of any incidents involving bodily fluids, in line with hygiene and safeguarding procedures
- Plan and oversee deep cleaning during school holidays or as needed throughout the year
- Manage the procurement, delivery and safe storage of cleaning supplies and equipment
- Research cost-effective cleaning products and new solutions to maintain high hygiene standards
- Conduct regular stock takes (at least half termly) to monitor usage and control costs
- Ensure appropriate cleaning cover is available to support all school events, including those outside normal school hours.

**Facilities:**

- Co-ordinate the daily activities of the caretaker team at the Prep School to ensure the smooth running of facilities and site services
- Oversee the receipt of deliveries and ensure timely distribution across the School
- Log all maintenance requests on the School's computer-aided facilities management system - Every
- Work closely with the Maintenance Manager to investigate, prioritise and monitor maintenance requests, ensuring timely follow-up and communication with staff
- Manage furniture requests by assessing needs, authorising purchases, placing orders and co-ordinating delivery and installation
- Support the Maintenance Manager in ensuring caretaker staffing is in place to cover all school events, including out-of-hours requirements

**Events and Letting of School premises:**

- Plan and delivery of both internal and external events, with the support of the Head of Enterprises where relevant
- Ensure all relevant areas of the school site are presented to a high standard ahead of all events
- Co-ordinate caretaker support for events in collaboration with the Maintenance Manager
- Ensure appropriate cleaning arrangements are in place before, during and after events
- Oversee the marshalling and parking of vehicles to ensure safe and efficient traffic flow on site

**Transport:**

*In conjunction with the Facilities Assistant:*

- Facilitate the daily transport service between the Prep and Senior School
- Manage and co-ordinate all school transport bookings, including those required for trips and co-curricular activities
- Oversee the School's vehicle fleet, ensuring all vehicles are roadworthy, well-maintained and compliant with legal requirements
- Enforce the School's vehicle policy including ensuring all drivers sign the driver's policy, and regularly check licenses to confirm eligibility and identify any restrictions or endorsements

**Services:**Utilities

- Support the Operations Director with carbon reduction and cost-saving initiatives

Waste

- Oversee all waste contracts and ensure timely, safe removal
- Review contracts regularly for value and relevance
- Ensure waste is stored safely before collection and keep accurate waste transfer records

Window Cleaning

- Arrange periodic window cleaning

Pest Control

- Co-ordinate responses to pest reports

- Manage prevention and eradication programmes

#### *Asset Management*

- Maintain an up-to-date asset register for Truro School Prep
- Manage requests and purchases for equipment, furniture and furnishings, ensuring value for money

### **Health & Safety**

#### General

- Support compliance with all regulatory bodies, including preparation for inspections (e.g. ISI, Environmental Health, etc.)
- Work closely with the Compliance Officer to maintain high standards of health and safety across the site
- Ensure all OPS staff at Truro School Prep follow Health & Safety regulations and are informed of any legislation updates, or changes to best practice

#### Risk Assessments

- Maintain risk assessments for caretaking, cleaning, catering, premises and zero hours bank staff activities, and activities
- Check contractor risk assessments and method statements

#### Water Hygiene and Safety (Legionella)

In conjunction with the Estates Director

- Assist with regular testing of outlets and dead legs
- Maintain and record a flushing schedule during school holiday periods

#### Asbestos

In conjunction with the Estates Director and Compliance Officer

- Maintain the Asbestos Register
- Ensure asbestos is undisturbed or removed by approved contractors
- Keep accurate removal records and consignment notes

#### Radon

In conjunction with the Compliance Officer

- Maintain the Radon Register and monitor high-risk areas
- Ensure control measures are effective and systems (eg. sumps) are regularly checked

#### COSHH

- Keep a register of hazardous substances and ensure safe storage
- Obtain safety data sheets and ensure proper PPE use and handling procedures

#### Fire Safety

In conjunction with the Compliance Officer

- Ensure fire risk assessments are up-to-date, and actions completed promptly
- Oversee inspections and maintenance of fire alarms and equipment

- Conduct weekly fire alarm tests and support drill/activation responses
- Liaise with the alarm monitoring company

#### Budgetary Responsibilities

- Prepare and manage budgets and petty cash
- Process invoices, rechargeable costs and overtime
- Bid for and manage funds related to:
  - Events and entertainment
  - Catering
  - Maintenance
  - Furniture and equipment

#### Line management responsibilities

- Lead the catering and cleaning teams, including bank staff when needed
- Manage contractors on site
- Produce staff rotas and monitor working schedules/practices
- Support recruitment of new staff and maintain accurate records for audit purposes

## PERSON SPECIFICATION:

### **Essential**

- Significant experience in a management role, leading a large and diverse team
- Strong organisational skills with the ability to manage a varied and complex workload effectively
- Excellent verbal and written communication skills
- Proven ability to build and maintain positive working relationships with a diverse range of people
- Outstanding customer service and client management skills, with an awareness of the needs and expectations of our staff, children and parent communities
- Ability to motivate support and inspire team members to achieve high standards and work collaboratively
- Solid technical knowledge of building services management
- Experience managing large budgets and identifying opportunities for cost efficiencies
- Confident problem-solving and decision-making ability
- Collaborative team player
- Effective prioritisation and time-management skills
- Proficient in relevant IT and computer systems
- Skilled in organising people, equipment and facilities to meet operational needs
- Positive, flexible and enthusiastic approach to work

### **Desirable**

- Experience in a senior catering or kitchen management role
- First Aid at Work certificate
- Fire Safety Certificate
- BIFM qualification
- Food Safety qualification
- IOSH or NEBOSHH Certificate
- Good working knowledge of Facilities Management principles

- Good working knowledge of Health & Safety and building management legislation

**ADDITIONAL**

- Truro School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and behave accordingly. Although there is no direct responsibility for children, this role will involve daily contact with pupils.
- This job description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

*Truro School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening including checks with past employers and a Disclosure and Barring Service check.*

*We embrace diversity and promote equality of opportunity. We welcome applications from all sections of the community.*



# OUR HISTORY

## Our Motto

Esse Quam Videri, meaning 'to be, rather than to seem to be.'

Founded by Methodists in Cornwall in 1880 our School is a welcoming community in which children and adults can flourish, thrive and be happy. They enjoy being and becoming the very best of themselves.

## Our Values

From nursery through to Sixth Form, the values our community nurtures are:

- **Curiosity** to always want to discover and learn more, academically and more widely too.
- **Confidence** to build resilience by learning from both successes and failures alike.
- **Compassion** to understand and champion the needs of others, in our community and beyond.
- **Creativity** to be imaginative in how we express ourselves and approach new challenges.
- **Courage** to enjoy becoming the very best of who we are, with integrity and ambition.

## Our Ambition

To be a community of inclusion and excellence delivering the best educational journey in the South-West.

Our community and its culture reflect our Methodist foundation and our ongoing evolution in an inspiring Cornish setting. In an ever-changing world, we support and challenge young people to thrive – personally, spiritually, academically, socially, and physically. We value our pupils in the diversity of their identities, beliefs, abilities, talents, interests, backgrounds, and needs. The happiness, energy and wellbeing of our community shapes and inspires who we are and who we can become.

## Truro School Prep

Truro School Prep educates around 300 pupils between the ages of 3 – 11. From Reception to Year 6, we offer an outstanding environment for girls and boys to embrace all that life has to offer, nurturing them to discover and cultivate their individual talents. Our aim is not just to prepare pupils for the next stage of their education, but to also lay the foundations for them to grow up and lead happy, purposeful and fulfilling lives.

Learning takes place both inside and outside the classroom and our on-site Forest School encourages children from the very earliest ages to safely enjoy the great outdoors. In addition, there are many exciting educational outings and visits that enhance learning as we take advantage of the beauty and variety that Cornwall provides.

Between Years 3 and 6 pupils become less involved with a singular teacher in order to take advantage of specialist subject teachers, just like at the Senior School. Be it core subjects such as Mathematics and English, to more co-curricular provision such as PE and Drama, we provide specialist subject-based teachers because:

- We believe that accredited subject teachers deliver better results.
- Specialist teachers help to get the best out of pupils' individual abilities.
- Pupils can ask questions and experience a greater depth of learning.

- It prepares pupils for life in secondary school.
- The introduction of subject-based teachers is first introduced in Year 3 with pupils slowly decreasing the time they spend with their main class teacher. From Year 4 onwards, pupils fully adapt to subject-based teachers.

At Truro School Prep we intentionally keep our class sizes small. The average class size is 16 and we believe this is important in the education of every child. It ensures that pupils are given appropriate attention and support by our dedicated team of teachers.

## Cornwall

Truro School is located in the county of Cornwall, in south west England. It is surrounded almost exclusively by water which makes it ideal for those who love to spend their downtime at the beach, surfing, sailing, windsurfing or just enjoying a coastal walk. With the nearest beach only a 15-20 minute drive either north or south from Truro School, it is most certainly a life style choice of many. Take a look at [www.visitcornwall.com](http://www.visitcornwall.com) for more information about how to get here, where to stay and what's on.



## TERMS OF APPOINTMENT

If you are appointed to the role, a formal offer will first be made verbally and then followed up with an offer letter and contract of employment. The following are for guidance and may or may not be available at the time of offer. Benefits are subject to change from time to time.

- Competitive salary based on the Truro School Salary Scales
- Pension scheme
- Free membership of the Sir Ben Ainslie Sports Centre and pool facilities
- Free weekly fitness classes for staff only
- Access to a wide range of books, magazines and DVDs through the School library
- Free parking
- Free fruit, tea, coffee and use of espresso machine
- Discounted school fees
- Employee Assistance Program
- Cycle to Work scheme
- Employee benefits platform
- Continued Professional Development and training possibilities.

### Terms of Employment

This role is a permanent position working full time, 37.5 hours per week, Mondays to Friday 7.30am – 4:00pm

### Salary

This role is graded at ML2 on the OPS Salary Scales and equates to £38,364 to £43,970pa (dependent on skills and experience).

### Pension Scheme

Truro School complies with its legal obligations to provide access to a pension scheme. Non-teaching staff have a pension via the Pensions Trust whereby the School double-matches an employee's contribution, up to an employee contribution of 5%. So, where an individual contributes 5% to the Pensions Trust, and the School will make a 10% contribution.

### Employee Assistance Program/Employee Benefits Platform

Truro School utilises Help@Hand as our EAP provider so all employees have access to a 24/7 helpline and website support. In addition, this platform gives to access hundreds of discounts, offers and savings from high street retailers to holidays, Marks & Spencer to Bloom & Wild.

### Other Employment Checks

The offer of employment will be conditional upon satisfactory receipt of the following;

1. Proof of right to work in the UK
2. Enhanced criminal background check (DBS) & Barred List check
3. Two satisfactory references
4. Evidence of qualifications held
5. Overseas criminal record check (if you have resided or worked out of the UK in the past 3 years)
6. TRA and section 128 check (if applicable)
7. Fit to Work Questionnaire
8. Acceptable self-disclosure form



## APPLICATION PROCESS

To apply for this position, you will need to complete and submit a formal application using our Truro School application form. We are unable to accept any CVs. This should be emailed to [recruitment@truroschool.com](mailto:recruitment@truroschool.com) or mailed to the School address.

Through the submission of your application form you should demonstrate your qualifications, skill, and experience in relation to the role you are applying for. This information will be assessed against the requirements detailed in the job description.

Once the closing date for applications has been reached, we will shortlist applicants and you will be contacted in order to either be invited to interview or to be notified that you have not been successful this time. Our shortlisting process utilises anonymised application form in order to avoid any bias. If you are called for interview, you will be asked to provide your right to work in the UK evidence, complete a self-disclosure form and a provide a copy of your qualifications. Additional selection methods such as a presentation or activities/tasks may be used and you will be notified in advance if that is the case.

References may be taken up prior to interview.

All applicants must be prepared to have a Disclosure and Barring Service (DBS) check and undergo any other appropriate child protection screening including checks with past employers.

The post for which you have applied is exempt from Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, amended 2013. If you are shortlisted and invited to interview, you must declare any relevant warnings, reprimands, cautions and/or convictions by completing a self- disclosure form prior to interview. Any positive disclosure will be discussed at interview.

Any information given will be treated in strict confidence and will be considered only in relation to your application for this post. Truro School does not discriminate against candidates with irrelevant criminal convictions. For further information on which offences should be disclosed please visit:

<http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf>

and/or view the flowchart on our employment webpage.

Candidates who have a disability or any other special requirement should let the school know so that reasonable adjustments can be made during the recruitment process.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or Department for Education.

**We look forward to receiving your application.**

Truro School, Trennick Lane, Truro, TR1 1TH  
[www.truroschool.com](http://www.truroschool.com), [recruitment@truroschool.com](mailto:recruitment@truroschool.com)

Established in 1880, Truro School is Cornwall's leading independent schools for girls and boys aged 3 to 18