



IPSWICH HIGH SCHOOL

WOOLVERSTONE HALL
SUFFOLK, ENGLAND

Operations Manager

RECRUITMENT PACK





Dear Sir/Madam,

I would like to start by thanking you for your interest in working at Ipswich High School. In addition to the information provided with this advertisement, I wanted to take this opportunity to introduce our school to help further inform your application.

This is an incredibly exciting time to be joining the school. In recent years, the school has transitioned from a girls' school to coeducational and in September 2019 opened its first boarding house, which has gone on to win a national award for the exceptional quality of the facilities.

I joined the school in January 2023 as Head and have ambitious aims to continue to develop the incredible warm, welcoming, and purposeful atmosphere created by the pupils and staff. The school has a tremendously broad curriculum, and this is further supported by an outstanding co-curricular offering, providing every pupil with over 80 different clubs and activities to fill their nine weekly enrichment sessions. Our on-site facilities include a theatre, indoor 25 metre swimming pool, dance studio, dedicated food and design technology area, multiple outdoor sports facilities, fitness suite and a Sixth Form suite based in Woolverstone Hall.

We are an incredibly supportive community and each individual member of staff at the school contributes to our story and plays a crucial role in ensuring the continued quality of education and experience for our pupils and parents. I am enormously proud of our talented teachers and support staff. Every member of our school has access to support and training to help them develop professionally within their role.

We are now looking for a Operations Manager to help deliver the school's aims and objectives by ensuring the provision of an efficient, high quality and effective site and facilities service, and a safe, pleasant environment for staff.

I hope that on reading about this position, you will decide to apply. I am sure you will find a truly rewarding and enjoyable journey ahead of you, it is a vital role at a time of exciting developments within the school.

A handwritten signature in black ink, appearing to read 'Dan Browning'. The signature is fluid and cursive, with a large loop at the end.

Mr Dan Browning
Head

The School

Introduction

Ipswich High School is a prominent day and boarding school, for boys and girls from Nursery through to Sixth Form, situated in an idyllic 87-acre campus on the banks of the River Orwell.

Founded in 1878, the school has been at its impressive home near Ipswich since 1992. The school has long enjoyed a high profile across the region and is respected for both its academic success year-on-year, and for its superb pastoral care and unrivalled enrichment activity. With feeder schools spread across East Anglia, the school typically sees its greatest demand for places from the counties of Suffolk, Essex, and Norfolk.

Our Location and Campus

We boast a beautiful 87-acre campus at the Grade I listed Woolverstone Hall. The school's rural setting is just a few miles from the vibrant waterfront town of Ipswich.

Our spacious school campus has superb facilities, including a 350-capacity theatre, ICT suites, a 25m indoor heated swimming pool, Sixth Form suite, six science laboratories, dedicated music rooms and floodlit AstroTurf pitches.

Prep School

Our Prep School is an integral part of our all-through school setting. Alongside our incredible classroom experience we provide specialist teaching from Reception in French, Spanish, Dance and Music.

Senior School

We provide an exceptional education and an unrivalled co-curricular programme which gives our pupils wider opportunities, experiences, and skills beyond the curriculum.

Sixth Form

We offer a one-of-a-kind Sixth Form experience, which sets us apart from other Sixth Forms and provides an inspiring learning environment. Our students achieve some of the top A Level results in the region.

Boarding

The Dairy House and The Barns are our two boarding houses. They have been completely renovated and restored to the highest standards and are located on our school campus, a short walk from Woolverstone Hall.

Overview

Ages 3 to 18 years
520 pupils on roll
Co-educational
A day and boarding school

Job Description

Responsible to: The Head

Responsible for: Caretaking, Cleaning Teams, Events, Lettings Co-ordinator, Transport and Catering

Job Purpose: To help deliver the School's aims and objectives by ensuring the provision of an efficient, high quality and effective site and facilities service, and a safe, pleasant environment for staff students and visitors which supports teaching and learning.

Site Security

- Establish, implement and monitor an effective system for the securing of the premises outside school hours taking into account evening activities, lettings, Open Days etc.
- Ensure all alarm and surveillance systems are operational and tested at specified intervals, taking appropriate action to resolve any defects in the system(s). Keep the Head informed of all incidents concerning false alarms.
- Ensure that intruder alarms are set and all points of entry are properly secured outside school hours, that all entry control systems, locks and catches to external doors and windows are maintained in good working order, and that an efficient system for the recording of keys and entry codes used throughout the building is established and maintained.

Premises, Plant & Equipment

- To maintain a 5 year forward maintenance record (FMR) and best manage our assets and proactively plan for continual improvement.
- Ensure that premises and grounds are maintained in accordance with our agreed planned preventative maintenance programme, and that emergency repairs identified in annual inspections are actioned promptly.
- Ensure that all plant and equipment for which responsible is operational and maintained in a safe working condition through a specified programme of regular inspection and planned maintenance.
- Carry out repairs to furniture, equipment and the fabric of the building within what could be considered the capabilities of a competent handyman.
- Monitor the provision of heating, lighting, water, drainage and other services, taking regular readings of all meters, and reacting promptly to failures or hazards.
- Ensure that the premises are cleaned in accordance with the standards and methods set out in the school's cleaning specification.
- Take responsibility for the management of the annual budget for site maintenance and cleaning; ensure that, within budget, adequate stores are maintained and that the cleaners and caretakers have the correct materials to undertake their duties.
- Ensure all purchasing is cost-effective and made within the systems and procedures as laid down within the school.

Leadership and management

- Take personal pride in ensuring that the appearance and smooth running of the school premises contribute to a positive image of the school and encourage and direct others as appropriate to do so.
- Recruit, induct, develop, deploy, motivate, and appraise staff for which responsible to ensure that they have clear expectations of their roles. Monitor absences and performance to ensure that high standards are achieved and maintained.

- Organise duty rotas and daily routines to ensure that caretaking, grounds maintenance and cleaning services are provided consistently, and in accordance with agreed specifications.
- To line manage the Events and Lettings Co-ordinator.

Health and Safety

- To oversee all risk assessments across the school and quality assure the process. Ensure we align compliant with NMS and ISI standards in the area.
- Ensure that risk assessments and COSHH reports are in place for all relevant hazards and working procedures, and ensure that all staff for which responsible are familiar with safe working practices and understand the importance of complying with them.
- Lead the work of building and maintenance contractors on site, to ensure that it is in accordance with specifications, health and safety requirements, and agreed arrangements for minimising disturbance to the school community and neighbours. Maintain the asbestos and contractors log and collate annual contractors' documentation.
- Carry out procedures in the event of fire, flood, breaking and entering, accident or major damage in accordance with school policy, ensuring that any event is logged and reported.
- Maintain waste storage areas and equipment and deal with the disposal of waste in accordance with relevant statutory requirements.
- Completion and review of the annual Estates Team Health & Safety Self Evaluation Form, policies and risk assessments. Ensure all team members are aware, understand and annually read the reviewed policies.
- Organise annual Fire Risk Assessment and Health & Safety Audits. Produce Action Plans to resolve any identified improvements.
- Undertake termly fire drills, maintain records including tests of fire alarms and checks of fire exit routes and fire doors in accordance with statutory and school policy requirements.
- Participate in termly Emergency Response Team meetings
- Ensure the Legionella and Asbestos registers are maintained.
- Overview of caretakers' duties to regularly check:
 - Emergency lighting
 - Fire Break glass
 - Ladders' inventory
 - Gas Tanks
 - Pool operation
- Organise annual PAT and hard wiring testing. Instruct contractors to carry out identified recommendations for hard wiring improvements.
- If a qualified first aider, render emergency first aid to staff, pupils and visitors.
- Attend, constructively participate and report progress of annual maintenance schedules. Prepare reports as required for the school Health and Safety Committee.

Transport Management

- Oversee the Transport Manager in managing the bus routes, transport and drivers.
- Advise the Transport Manager, liaising with the Head of Finance in queries relating to bus routes.
- Assist Head of Finance to undertake annual tenders for external bus operators, also maintain Operators' annual contracts and compliance documentation.

Communications and marketing

- Build effective relationships and provide a courteous, friendly service to all stakeholders both internal and external. (E.g. pupils, parents, staff, contractors, Governors, PTA etc).
- Ensure high profile areas such as entrance halls and main circulation areas are kept clear and cleaned/maintained to an excellent standard and ensure that deliveries are distributed to the various locations in the school without undue delay, so that the delivery

bay is kept clear.

- Assist during school functions or lettings as required, and prior to school/public relation events (e.g. open days, concerts, tours by visitors) ensure that the school is checked for tidiness, litter etc.
- Build links locally and nationally to help future establish our brand.

Monitoring

- Where services are provided by an external contractor (e.g. cleaning, grounds maintenance), monitor standards against specification on a regular basis.

General

- Arrange for the portage of goods, furniture, equipment and other items including errands on behalf of the school.
- Work with the Head and SLT to develop teamwork and the culture across the school.

Training & development of self and others

- Regularly review own practice, set personal development targets and take responsibility for own continuous professional development.
- Ensure that training needs within the services for which responsible are identified, appropriately met, and that all members of staff are active in their own personal and work-related development.

General Requirements

- All school staff are expected to:
 - Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
 - Contribute to the school's programme of extra-curricular activities i.e. organising staff to assist with gardening club.
 - Support and contribute to the school's responsibility for safeguarding students.
 - Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
 - Work within the School's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
 - Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
 - Engage actively in the performance review process.
 - Adhere to school policies.
 - Attend SLT at IEL board meetings to give updates as needed.
 - Undertake other reasonable duties related to the job purpose required from time to time.

Review and Amendment

- This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Person Specification

Skills Required

Ability to work effectively both in collaboration with other professionals/teams and also on own initiative	Essential
Ability to manage the workload of others	Essential
Excellent interpersonal skills, particularly the ability to relate to young people, parents, colleagues and external agencies	Essential
Excellent organisational skills / Time management / Ability to prioritise and organise own workload / able to work to deadlines	Essential
Basic IT skills, sufficient to maintain records send and receive messages e.g. working knowledge of Microsoft office Excel, Word, Outlook email (or prepared to train)	Essential
Handyman skills	Essential
Ability to undertake and write risk assessments	Essential

Knowledge Base

Knowledge of relevant health and safety requirements	Essential
Knowledge of cleaning techniques and processes	Essential
Knowledge of security and emergency procedures	Essential
Understanding of child protection issues	Essential
Knowledge of routine preventive maintenance	Essential

Qualifications/Attainment

Facilities Management Practice (7724)	Level 3	Desirable
Caretaking	NVQ level 2	Desirable
Plumbing	CITB, C&G, or NVQ Level 2	Desirable
Carpentry and joinery	CITB, C&G, or NVQ Level 2	Desirable
16 th Edition IEE Wiring Regulations		Desirable
Up to date First Aid at Work Qualification		Desirable

Experience

Substantial experience of premises management, preferably in an education context	Essential
Experience of managing staff	Essential
Experience of Transport Management	Desirable
Experience of supervising contractors	Desirable

Attitude/approach

Honesty and integrity	Essential
Professional and approachable attitude	Essential
Willingness to learn new skills	Essential
Self-motivated with a positive 'can do' approach to work	Essential
Reliable	Essential
Well Presented	Desirable
Flexible over working hours according to the needs of the school	Essential

Our Teaching Ethos

We are renowned for ensuring our pupils are equipped to be so much more than highly skilled at passing exams. We believe great results are a by-product of an outstanding education, not its sole focus. We do this by providing them with the widest possible range of experiences, both in and outside of the classroom, to broaden their minds and create new opportunities for every pupil to thrive.



Outstanding GCSE and A Level Results

In 2024 the school achieved fantastic GCSE and A Level results.

Across the cohort, the number of GCSE pupils gaining top grades has risen with one in five grades a 9 or 8 and one in three grades a 9-7.

Our A Level results are equally as great. Over 40% of all grades achieved were A*-A with 1 in 5 grades being A* grades, while 87% achieved A*-C.

Broaden Their Minds

We offer a wide range of 16 GCSE and 22 A Level subjects, as well as the Higher Project Qualification (HPQ) and Extended Project Qualification (EPQ).

Our Enrichment Programme is a fundamental part of school life at Ipswich High School. All our enrichments are designed to widen pupil's experiences, develop their leadership skills, and inspire new passions. The enrichment activities also provide transferable academic, practical and social skills such as leadership, life skills, communication and teamwork experience.

University Progression

Our pupils continue on to great things once they complete their education at Ipswich High School.

Our pupils gained entry to their first or second choice universities, with two heading off to Cambridge University to read Classics and Archaeology. Past pupils have gone on to study at Oxford and Cambridge Universities, Imperial College London, UCL, Bristol, Durham, Manchester, Sheffield, and Warwick universities, to name but a few.



Pastoral Care

We are deeply proud of our incredibly supportive, welcoming, and positive atmosphere created by the pupils and staff at Ipswich High School. Our 'small school' feel ensures that every pupil is known and valued as an individual.

We promote an embedded pastoral ethos across the school campus. We have a school nurse in attendance during school hours to provide support in the medical rooms and contributes to the pastoral care of students.

There is a strong pastoral team who work closely with parents to ensure all pupils are fully supported. This is an important aspect of school life and involves the Heads of Year, Deputy of Sixth Form, the tutors and the school nurse. We also have a professional counsellor to meet with pupils individually and offer youth work sessions.



Co-Curricular Programme

In the Senior School, every pupil has 9 clubs per week built into their timetables and this term alone there are over 110 clubs running for those in Years 7-13. This serves as a wonderful opportunity for our pupils to further extend and broaden their talents, skills and knowledge.



Boarding

Our Boarding facilities includes the Grade II listed Dairy House, built in 1870 and The Barns. Both Boarding Houses have been completely renovated and restored to the highest standards and offered accommodation for 55 pupils.

Construction on the site was completed at Easter 2021 and it has already won a national BSA Award. We are still actively recruiting to develop a diverse boarding community of both international and domestic boarders from Years 7 to 13.

Located in a privileged position on the school campus, we provide a home away from home experience with full-time Houseparents and a Matron.



Benefits of Employment

Remuneration

Competitive Package. 36 hours per week, all year round plus 6 weeks paid holiday.

School Fees

A maximum 50% reduction in school fees (pro rata for part time staff) from Reception class onwards is available to staff.

Development, Health, Pensions & Union

- The school is committed to staff development with an annual review scheme and regular opportunities for professional development
- Teaching staff are provided with a school laptop/iPad
- All teachers are eligible to belong to the Teachers' Pension Scheme
- All staff are able to join NEU union membership with free on-site advice available from the NEU representative
- Corporate Membership of Ipswich Sports Club, at 30% off advertised Membership Subscription Fees

Free Provision & Discounted Services

- Sodexo employee benefits platform including GP access 24/7
- Mid-morning refreshments and a midday meal during term time
- Free on-site parking
- All staff can swim free of charge on two evenings per week and, at specified times and have free use of the Fitness Suite
- Staff undertaking a free eye test will be offered £40 towards the cost of new reading glasses
- Offer of free Microsoft Office software on devices at home while employed at the school

Wellbeing

- Sodexo Employee Assistance (online and telephone support)
- Half price flu vaccination
- Cooked lunch each day (term-time) and sandwiches/fruit during parent evenings
- Free tea and coffee for all staff all day
- Newspapers in staffrooms
- Fruit in staffroom

Safeguarding

All appointments will be subject to two satisfactory references, Disclosure check by the Disclosure and Barring Service, medical fitness for this role and evidence of identity and qualifications. All the above checks must be completed before beginning work in the school. In the unlikely event of an unsatisfactory report being received following the issuing of a contract, the offer of appointment will be terminated without notice.

We are committed to the safeguarding of children and child protection screening will apply to this post.



Appointment Process

Please complete an application form and return to our HR Officer, enclosing a cover letter supporting your application.

Preliminary interviews will be conducted online, followed by a final stage in school, which will include an interview, a chance to meet staff, and a guided tour of the school.

For further information, please contact the HR Officer at:

recruitment@ipswichhighschool.co.uk

Ipswich High School
Woolverstone
Ipswich
IP9 1AZ

Tel: +44 (0) 01473 780201

Web: ipswichhighschool.co.uk



IPSWICH HIGH SCHOOL

WOOLVERSTONE HALL
SUFFOLK, ENGLAND

Find out more

Please visit our website, like us on Facebook or follow us on Twitter or Instagram for more information about the school.

www.ipswichhighschool.co.uk

www.facebook.com/ipswichhighschool

www.twitter.com/ipswichhigh

www.instagram.com/ipswichhighschool