



VACANCY FOR OPERATIONS MANAGER

- **The post will be with effect from January 2025 or Easter 2025**
- **Contract: Full-time, permanent**
- **37 hours a week / 52 weeks a year**
- **Deadline for Application: Friday 03 January 2025**
(We reserve the right to close this vacancy early if we receive sufficient applications from qualified candidates)
- **Interview date: Week commencing Monday 13 January 2025**
- **Remuneration: BWS Grade M, Point 40 (£42,718 per annum); LGPS pension scheme**

Bishop Wordsworth's School is seeking an Operations Manager to oversee the strategic development and day-to-day running of our school's site, ensuring that it is safe, secure, and efficiently maintained. This is a key role within the school, working closely with the Senior Leadership Team to ensure the smooth operation of all facilities and services.

Key Responsibilities:

We are looking for a flexible, highly effective, efficient and organised Operations Manager with strategic oversight of the school's site, who will be responsible for the day-to-day management of the upkeep of school buildings, grounds, and facilities, ensuring a clean, safe, and well-maintained environment.

Core responsibilities will include:

- Ensure compliance with all health and safety regulations, including statutory testing and risk assessments. Work closely with the Safeguarding team to ensure the safety of students, staff, and visitors.
- Oversee security operations for the school, ensuring the site is secure and access is controlled. Respond to emergency situations and manage any risks to the premises.
- Manage the site operations budget, ensuring cost-effectiveness in all aspects of maintenance, security, utilities, and staffing. Work with the Director of Finance to identify savings and value-for-money opportunities.
- Lead and manage the Site Team, including overseeing staff training, development, performance appraisals, and ensuring compliance with school policies and procedures. Foster a collaborative, supportive working environment.

About you:

We are looking for a candidate with proven experience in facilities management.

The ideal candidate will have:

- Strong leadership and people management skills.
- An excellent communicator.
- Strong financial acumen, with experience in managing budgets and working within financial constraints to deliver best value for money across a range of services.
- In-depth knowledge of Health & Safety regulations.
- Ability to plan and implement capital projects effectively.
- Proficiency in IT systems.

To apply:

If you wish to be considered, please complete the application form and provide a covering letter explaining your suitability for the post. The inclusion of your CV would be welcome. Please forward via the TES portal or email to Annabel Lloyd-Gilmour, HR Manager (alg@bishopwordsworths.org.uk). Further details can be found in our Applicant Information Pack- Please see supporting documents. To arrange an informal visit/call with the Head Master or for further information, please contact Mrs Lloyd-Gilmour.

Bishop Wordsworth's School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful applicants will be subject to an enhanced Disclosure and Barring Service check, as well as other relevant re-employment checks including two satisfactory references and medical clearance.

All shortlisted candidates will undergo social media checks prior to interview in order to provide the appointment panel with any information that may be relevant to their suitability or have an impact on the school's reputation.