

School Operations Manager

Responsible to: Bursar and Head of Operations

Start date: 4th January 2027

Position: Full time (Other requests will be considered)

Application process: Please complete The Lyceum Application Form on the TES website.

Application deadline: Friday 6th November 2026

Interviews w/c: Monday 9th November 2026

Introduction

Join our enthusiastic and pupil focused team at The Lyceum School, which is located in the heart of The City of London.

We are seeking a proactive, organised, and adaptable individual to support the effective management of the school's administrative and operational functions.

This is a varied and hands-on role that offers an excellent opportunity to develop expertise across all aspects of school business management. Working closely with the Bursar and Head, the successful candidate will play a key role in supporting the smooth day-to-day running of the school while taking ownership of a number of operational, administrative, and welfare functions.

The successful candidate will be highly organised, able to manage multiple priorities, and confident working across a broad range of responsibilities. They will be committed to maintaining high standards, supporting colleagues, and contributing to the ongoing development of school operations.

The Lyceum School

The Lyceum School is an independent prep school for just over 120 boys and girls aged 4 to 11. Founded in 1997, the school is well known for its equal emphasis on the arts and academics. We provide a topic-based curriculum which links many subjects and allows our teachers to plan creative schemes of work that draw on their own knowledge and passions. We have specialist teachers for STEAM, Computing, Music, PE, Spanish and Latin. We especially welcome applicants who can bring their own individual interests to the school. The Lyceum provides rigorous pastoral care that places pupils' well-being at the heart of all we do.

The Lyceum is part of a larger family of nursery, prep and senior schools called Dukes Education. Being a member of The Lyceum team means being a member of the Dukes family who provide CPD, conferences and many networking opportunities. Dukes' vision is to create a family of unique and extraordinary schools who support one another whilst maintaining their own identity.

Key Responsibilities

Administration & Reception

- Provide front desk and reception cover as required, ensuring a professional and welcoming experience for pupils, parents, staff, and visitors.
- Contribute to the continuous improvement of school processes, systems, and administrative practices.

Clubs & Holiday Club Provision

- Take day-to-day ownership of the school's clubs programme, ensuring it is delivered professionally, operates effectively, and is appropriately staffed.
- Manage and support club staff during operational hours and act as the key point of contact for all club-related matters.
- Manage the planning, administration, staffing, and delivery of the school's holiday club programme.
- Act as the operational lead during holiday club provision, ensuring the safe and effective delivery of activities and the highest standards of care.

School Business Operations

- Work closely with the Bursar to support the effective management of estates, finance, human resources, compliance, GDPR, health and safety, and wider school operations while developing expertise across all areas of school business management.
- Assist with staff training and development activities.
- Support the completion, review, and monitoring of risk assessments.
- Support with school projects as directed by the Head and Bursar, coordinating stakeholders and resources to ensure successful outcomes.

My School Portal & MIS Systems

- Take ownership of and lead the day-to-day management, administration, and ongoing development of My School Portal, ensuring it is effectively maintained and continues to meet the needs of staff, pupils, and parents.
- Lead the implementation of new Management Information Systems (MIS), including system setup, testing, rollout, staff training, and ongoing support, taking full operational ownership to ensure successful adoption across the school.

Estates

- Support the smooth day-to-day running of the school estate, including the preparation and set-up of school events, assemblies, performances, meetings, and functions, as directed by the Bursar and Head.
- Assist with the coordination of facilities, room layouts, equipment, and logistical arrangements to ensure school activities and events are delivered efficiently and professionally.
- Provide operational support for school events and activities, ensuring facilities, resources, and equipment are prepared and available as required.
- Support the monitoring and reporting of maintenance, health and safety, and site-related issues, liaising with contractors and staff as required.
- Support with Estates compliance including weekly fire and monthly legionella testing.

First Aid & Welfare

- Take lead responsibility for first aid provision across the school.
- Maintain oversight of first aid records, accident and incident reporting, and allergen reporting processes.
- Ensure accurate record keeping and compliance with school policies and procedures relating to pupil and staff welfare.

Any Other Duties

- Carry out any other duties or projects as directed by the Head and Bursar, appropriate to the role, to ensure the effective management and smooth day-to-day running of the school.

Person Specification**Essential**

- Experience coordinating clubs, holiday programmes, or extracurricular activities.
- Excellent organisational and time-management skills.
- Strong administrative experience with a high level of attention to detail.
- Ability to manage multiple priorities and work independently.
- Excellent communication and interpersonal skills.
- Ability to build positive relationships with staff, pupils, parents, and external stakeholders.
- Experience of coordinating staff, volunteers, rotas, or operational activities.
- Strong IT skills, including proficiency in Microsoft Office applications.
- A proactive, flexible, and solutions-focused approach to work.
- Ability to maintain confidentiality and exercise discretion at all times.
- Willingness to learn and develop knowledge across a broad range of school business functions.
- Ability to work collaboratively as part of a team while taking ownership of responsibilities.

Desirable

- Experience working within a school or educational environment.
- Experience using school MIS systems, parent communication platforms, or school portals.
- Knowledge of GDPR, health and safety, compliance, HR, or operational management processes.
- First Aid qualification or experience of managing first aid and incident reporting processes.
- Understanding of risk assessment and operational procedures within an educational setting.
- An interest in developing a career in school business management.

Personal Qualities

- Professional, approachable, and reliable.
- Highly organised with strong attention to detail.
- Adaptable and able to respond positively to changing priorities.
- Confident leading and supporting colleagues.
- Calm and professional when dealing with incidents, challenges, or competing demands.
- Self-motivated and able to use initiative.

- Strong problem-solving and decision-making skills.
- Committed to supporting the values and ethos of the school.
- Enthusiastic about continuous improvement and personal development.

What We Offer

- A varied and rewarding role at the heart of school life.
- The opportunity to gain experience across all areas of school business management.
- A supportive environment with opportunities for professional development.
- The chance to work closely with the Bursar and senior leadership team on strategic and operational projects.
- A pathway for career progression into wider school operations and business management.

Safeguarding Responsibilities

- To promote and safeguard the welfare of children and young persons with regard to safeguarding procedures
- To maintain good order and discipline among the pupils and safeguard their health and safety both when they are on the school premises and when they are engaged in activities elsewhere
- To support in the provision of high-quality care and education for the children in the school; to fulfil legal and statutory requirements
- To implement all school policies and procedures, and report to the appropriate teacher any incidents of disruptive or unacceptable behaviour of pupils that may not be known to the main teaching staff
- To comply with all school policies - particularly those on Safeguarding, Health and Safety, Acceptable Use, Confidentiality and Data Protection

The Lyceum School is committed to safeguarding and promoting the welfare of children. All appointments are subject to an enhanced DBS check and checks with previous employers.