

JOB TITLE: **OPERATIONS MANAGER**

## ST CHRISTOPHER'S SCHOOL INFORMATION FOR CANDIDATES

Role commences: **As soon as possible**

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## ST CHRISTOPHER'S SCHOOL

St Christopher's School & Nursery in Epsom has been providing an exceptional start to children's education for over 85 years. Founded in 1938, the school has built a reputation for offering children from 2¾ to 7 years old a joyful, nurturing and inspiring first experience of learning. Today, St Christopher's is a modern, forward-thinking, non-denominational school where strong traditions sit alongside innovation.

The school is located close to Epsom Downs, with bright classrooms, specialist teaching, a dedicated Nursery, gardens, and well-equipped outdoor play areas. Its location offers the best of both worlds: a peaceful suburban setting within easy reach of London and the Surrey countryside.

St Christopher's is now part of the Reigate Grammar School (RGS) family, having joined the group in May 2025. The RGS family is a community of exceptional schools in Surrey and internationally, united by shared values, high aspirations and a commitment to helping every child flourish.

The school is a member of the Independent Schools Association (ISA) and has been recognised nationally, previously winning Junior Independent School of the Year and annually wins national art competitions. It has also recently won the award for 'Independent Pre-Prep of the Year 2025' and is a finalist for the ISA award for 'Excellence and Innovation in Early Years'. The School aims to ensure that they support families in finding the best fit junior school for their children. Children leave at the end of Year 2 ready for a seamless transition into one of the RGS family prep schools or a range of other leading junior schools, both independent and maintained.

There are around 150 boys and girls across Nursery, Reception, Year 1 and Year 2. Small class sizes and specialist teaching in subjects such as Music, French, PE and Art ensure that children receive personalised support and challenge, fostering curiosity and a genuine love of learning. Pastoral care is central, with staff knowing each child as an individual and helping them to grow in confidence, resilience and kindness.

St Christopher's believes in educating the whole child. Academic rigour is complemented by a vibrant enrichment programme, including forest school, drama, music ensembles, productions, art, and a wide choice of clubs. Outdoor learning and play are highly valued, with children benefitting from regular exploration in the school's outdoor space. Sport is an important part of life, and all pupils enjoy access to PE and physical activity that promote teamwork, fitness and enjoyment.

Creativity and performance play a leading role. Concerts, assemblies, productions and art exhibitions allow children to share their talents with families and the wider community. The school's close-knit ethos ensures that children develop both confidence and compassion, preparing them for the next stage of their education and for happy, fulfilled lives.

At its most recent inspection, the school was rated "Excellent in all areas," reflecting the outstanding teaching, pastoral care and breadth of opportunities available. Parents consistently praise the family-like atmosphere, the school's emphasis on values, and the strong foundations laid for future success.

*"Pupils make excellent progress throughout the school. By the time they reach Year 2, they achieve at high levels compared with pupils of the same age nationally, because of a carefully planned broad and challenging curriculum in line with the school's aims, together with highly effective teaching."* - ISI Inspection 2023



## JOB DESCRIPTION

### ABOUT THE ROLE

At St Christopher's, we believe that every child deserves a nurturing, inspiring, and well-organised environment in which to thrive. As our Operations Manager, you will be instrumental in ensuring the smooth running of the schools' support functions. You will lead and oversee key operational areas including facilities management, health and safety compliance, HR finance collaboration—creating the foundation for a safe, welcoming, and nurturing learning environment. Working closely with the Headteacher and central support teams, you'll ensure that day-to-day operations are efficient, safe, and aligned with our values. You'll also play a key role in supporting strategic initiatives and ensuring regulatory standards are met across the school and nursery.

This is a dynamic and rewarding role for someone who enjoys variety, takes pride in high standards, and is passionate about contributing to a vibrant school community.

### WHO WE ARE LOOKING FOR:

You are a natural organiser and people-person who thrives in a fast-paced environment. With experience in managing facilities or back-office functions, you're confident in leading teams, juggling competing priorities, and making sound, commercial decisions. You're calm under pressure, solutions-focused, and able to relate to colleagues, parents, and external partners with warmth and professionalism. Your strong communication, IT, and problem-solving skills allow you to work effectively across departments and levels. Above all, you bring integrity, energy, and a commitment to making things work better—for staff, pupils, and the wider school community. If you're ready to take the lead in a role that supports the heart of our school, we'd love to hear from you.

### KEY RESPONSIBILITIES

As Operations Manager, you will be a vital member of the Senior Leadership Team (SLT), responsible for leading all non-academic operations and ensuring the school runs smoothly, safely, and efficiently. Your leadership will enable teaching staff to focus on delivering an exceptional, holistic education in a nurturing and well-organised environment.

### YOUR CORE RESPONSIBILITIES WILL INCLUDE:

#### Leadership & Strategic Oversight

- Serve as the senior non-academic member of SLT, championing operational excellence across the school and nursery.
- Foster strong, collaborative relationships with colleagues, parents, central support teams at Reigate Grammar School, and external partners.
- Act as a key advisor to the Headteacher on all operational matters, contributing to strategic planning and decision-making.
- Prepare reports for the RGS Group, when requested.
- Act as the primary liaison with the PTA, supporting joint initiatives and strengthening community engagement.

#### Operational Excellence

- Take full accountability for all 'back office' functions, ensuring seamless day-to-day operations.
- Lead the Health & Safety Committee, promoting a culture of safety and ensuring policies are regularly reviewed and effectively implemented.
- Overseeing facilities management, ensuring the school buildings and grounds are clean, safe and fit for purpose.
- Leading on estates projects, liaising with appropriate colleagues in the RGS Group to report and agree any minor and major estates works required, including gathering tenders from potential contractors.
- Ensure full compliance with all regulatory and statutory requirements, maintaining high standards in safeguarding, data protection, and site security.

#### Financial Collaboration

- Work closely with the central finance team to support curriculum and capex budget planning.
- Monitor operational expenditure and ensure financial decisions align with school targets and priorities.

#### Human Resources Support

- Support HR processes locally, as needed.
- Act as a trusted point of contact for staff queries and contribute to a positive, inclusive working culture.
- Monitor and upload overtime and supply hours for processing by the HR team.
- Manage pre-start checks for external after school club providers, in collaboration with the central HR team.
- Oversee staff training requirements—both statutory and additional—ensuring they are planned, tracked, and delivered in line with budgetary constraints and school priorities.



## JOB DESCRIPTION CONTINUED

### Project & Change Management

- Lead and support the local implementation of strategic initiatives and site redevelopment projects, including IT system upgrades, digital systems, and people-related projects.
- Identify and drive additional revenue opportunities by creatively utilising school facilities for community and commercial use, such as the development of holiday clubs.

### Promotion & Marketing Support

- Collaborate with the Headteacher and central teams to support the school's marketing and promotional activities.
- Contribute to initiatives that enhance the school's visibility, reputation, and engagement with prospective families and the wider community.

## PERSON SPECIFICATION

### SKILLS

#### Essential

- Excellent organisational and interpersonal skills with the ability to communicate clearly and professionally in writing, face to face and by telephone
- Proactive and confident working independently, with the ability to manage concurrent projects and priorities effectively.
- Commercial awareness and sound judgement in decision-making, balancing cost and benefit
- Strong planning and time management skill, with attention to detail.
- Competent in Microsoft Office applications including Excel, Word, PowerPoint and Outlook.

#### Desirable

- Experience in property or facility management
- Strong customer service orientation
- Familiarity with school management systems and operational software.

### QUALIFICATIONS

#### Essential

- Evidence of Continuing Professional Development.

#### Desirable

- Operational qualifications such as Health & Safety, Safeguarding and or Facilities Management
- Degree-level education

### EXPERIENCE

#### Essential

- Proven track record of leading multi-disciplinary teams in an operational or commercial.
- Experience managing compliance and facilities.

#### Desirable

- Experience working within a school or similar complex organisation
- Experience working successfully with a range of stakeholders.
- Experience managing training programmes and budgets.

### OTHER

#### Essential

- Solution-focused with a positive can-do attitude.
- Commitment to quality, continuous improvement, and excellent service.
- Ability to uphold and promote the values and ethos of the school community.

#### Desirable

- Understanding of safeguarding and child protection responsibilities in a school setting.



## FURTHER INFORMATION

### TERMS AND CONDITIONS

- The core hours for this role are 8.30am-5.00pm. The salary range is £43-46k, dependent on experience and qualifications.
- Non-teaching staff at St Christopher's School are remunerated according to their own salary scales.
- Employees are entitled to join the School's Defined Contribution Pension Scheme.
- Lunch is provided free of charge during term time.
- Successful applicants will be required to make an enhanced disclosure to the Disclosure and Barring Services and to complete an Online Pre-Placement Medical Questionnaire.
- All shortlisted candidates will be required to complete a 'Suitability to work with children: self-declaration form'. This form must be completed, signed and returned to HR prior to the interview taking place.

### SAFEGUARDING

This role will involve contact with children. The Reigate Grammar School group is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's safeguarding policy (available on our website) and are required to declare any criminal convictions, cautions or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Services. Full details are given on the application form. The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

### EQUAL OPPORTUNITIES

The Reigate Grammar School group is an equal opportunities employer and welcomes applications from appropriately qualified persons from all backgrounds. We are dedicated to creating and sustaining an environment that values individuality and difference and celebrates the diversity of both staff and pupils by fostering perseverance, tolerance and integrity. We believe in equal opportunity for everyone, irrespective of age, disability, gender, gender reassignment, marriage or civil

partnership, pregnancy or maternity, race, religion or belief, sexual orientation or socio-economic background. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive

### APPLICATIONS

Applicants are asked to complete the Support Staff Application Form and Supplementary Form (which are also available on our website) and send with a supporting statement together with a CV addressed to Dawn Holmes as soon as possible and **by 9am on Friday 17 April 2026 at the latest**. Applications will be considered in the order in which they are received, and the school reserves the right to make an appointment prior to the closing date.

The Reigate Grammar School group is committed to ensuring that the privacy of applicants and employees is protected. The School Privacy Notice is available on the school website and is included in the application pack and sets out how the school uses and protects any personally identifiable information that is collected as part of the recruitment process.

Within your application letter we would be grateful if could indicate where you saw this position, whether it was from the TES, Indeed or another source.

Shortlisted candidates will be invited for interview. Interviews with senior staff will explore each candidate's ability to perform the duties of the post, subject knowledge, ability to relate appropriately to pupils and colleagues, organisational and pastoral skills, and willingness to contribute to the school community.

Applications should be addressed to the Head of Human Resources and sent (by letter or by email) to:

Mrs Dawn Holmes  
Head of Human Resources  
Reigate Grammar School  
Reigate Road, Reigate, RH2 0QS

01737 222231

[hr@reigategrammar.org](mailto:hr@reigategrammar.org)



## SCHOOL LOCATION AND DIRECTIONS

St Christopher's School is located in the historic market town of Epsom, well known for its green open spaces, thriving town centre and the world-famous Epsom Downs Racecourse. The town combines excellent amenities, including independent cafés, restaurants, and shops, with easy access to beautiful countryside. Epsom has regularly been recognised as one of the best places to live in Surrey, offering a strong sense of community, outstanding recreational facilities, and excellent transport links into London and the wider region.

### By Road

St Christopher's School is situated just 10 minutes walk from Epsom town centre. The most direct route is via the M25. Exit at junction 9 and follow the A24 north towards Epsom. The school is located on Downs Road, within a short distance of the town centre and Epsom Downs.

### By Rail

Epsom station provides frequent mainline services into London Waterloo, London Victoria, and London Bridge, as well as routes to Guildford, Horsham and Dorking. The station is within easy reach of the school.

### By Air

Gatwick Airport is approximately 30 minutes away by road, while Heathrow Airport can be reached in around 40 minutes. Both offer frequent domestic, European and international flights.

