

Operations Manager Candidate Information Pack



**Coloma Convent Girls
Secondary School & Sixth Form**



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Welcome from our Headteacher

Dear Candidate,

Thank you for your interest in the post of Operations Manager. This is an exciting opportunity to make a major contribution to the School's continued success. We are looking for a Operations Manger to strategically manage all non-academic operations within the School.

You will promote the highest standards of business across the School and lead on all aspects of finance, facilities and premises, health and safety and IT. To succeed in this role, you will need to be able to handle a variety of tasks quickly and efficiently whilst maintaining a calm and professional manner.

We are looking for someone who is committed to working with colleagues across our Trust and who is committed and ambitious for their own professional development. Coloma is a vibrant, diverse 11–18 school community with a relentless focus on high expectations and aspirations. We serve the families of the local community and are part of St Oscar Romero Catholic Academy Trust, an established multi-academy trust of four secondary and seven primary schools in southeast London and Kent with over 4800 students and 700 staff.

The scale of expertise and leadership across our Trust gives us enormous capacity. It is this capacity that has resulted in the success of the Trust and allows us to mount new ventures and allows our staff to take on new opportunities. Our school and our Trust are uniquely exciting places to be and I hope that you decide to join us in our current phase of rapid development and growth. I look forward to receiving your application and welcoming you into our Coloma school community.

With every best wish.

Mrs D Bumford Sinclair
HEADTEACHER
Coloma Convent Girls' School





Welcome to **St Oscar Romero Catholic Academy Trust**

Sponsored by the Archdiocese of Southwark, the development of our Trust is key to our Archbishop's education strategy for the future. Our focus is on enhancing the opportunities that Trust membership delivers to each distinctive school community. Through collaboration, partnership, support and challenge we strengthen the capacity of individual schools to act as beacons of learning and love.

As Chief Executive Officer, I am honoured to have the privilege to serve our school communities and work alongside such dedicated and inspiring school staff.

As a group of schools, we are on an exciting journey. A journey that has as its goal our determination to provide the young people in our schools with the very best that Catholic education has to offer. I believe that the scope of our mission and the opportunities that we will be able to provide for our schools, staff and the young people we serve, is only limited by our imagination. Our schools are already driven by a passion to do their very best for the children and young people in their care. Every day and every lesson each member of staff strives to add value to our schools to ensure they are vibrant, exciting, welcoming places for your children to learn and grow.

The Trust's commitment to the parents of the young people in our schools is that guided by the teachings of Christ and His Church, we will care for, support and educate your children to the highest possible standards.

We are always looking for exceptional individuals to join our schools and play their full part in the ongoing success of our Trust. If you think you are ready for your next challenge then we look forward to receiving your application.

David Garrido
Chief Executive Officer

St Oscar Romero
Catholic Academy Trust



www.OscarRomero.co.uk

Recruitment Process:

Once you have submitted your application, it will be assessed against the criteria in the person specification. If you score well against this criteria, you will then be invited to attend an interview.

Special Requirements:

If you require reasonable adjustments prior to your interview, these can be arranged by contacting the school.

Equality and Diversity:

We recognise the benefits of a diverse workforce. We are committed to eradicating discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference.

References: Before you are invited to interview, we will obtain references from your referees. In order to prevent any delays, please ensure that the reference section of the application form is accurate and completed in full.

Right to work in the UK: Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview, you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

Criminal Convictions: All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. A Children's Barred List check is also obtained on anyone who will be working or coming into contact with children; and must be received by the School before employment can commence.

Data Protection: Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.



Operations Manager

Job Title:	Operations Manager
Contract Length:	Permanent
Salary Range:	Grade 14/16 (£51,552 - £60,819) <i>Dependant on skills and experience</i>
Hours of work:	36 hrs per week / 52 weeks per annum / 29 days annual leave
Accountable to:	Headteacher

We are looking to appoint an outstanding Operations Manager to deliver and improve all business aspects of the School.

The Operations Manager will take a strategic lead in overseeing and managing day to day operational activities across the school.

Operating as a key member of the Senior Leadership team, this role is primarily responsible for supporting the Headteacher in ensuring the most effective use of resources to support the school's development plan., as well as delivering a high standard of educational provision and operational efficiency,

The post would suit someone who can develop a deep understanding of the organisation's needs and tailor their approach to each situation. The successful candidate will have excellent communication skills, an enthusiasm for achieving targets, an ability to demonstrate excellent interpersonal and leadership skills and a very good IT literacy.

Coloma Convent Girls' School is a vibrant school community with a relentless focus on high expectations and aspirations. We are an 11-18 school in an established multi-academy Trust, with a commitment to recruit talented individuals who share our vision to be the provider of exceptional education for all our children. If you feel that this position is of interest and you have the right experience, skills and are ready for fresh challenges, with the ambition to make a real impact then we'd like to hear from you.

Closing date:
Thursday 1st May @ 10am

Interview date:
Wednesday 7th May 2025

Start date:
ASAP



Job Overview:

We are seeking a dynamic and highly organised Operations Manager to join our leadership team at CCGS, a thriving secondary school and sixth form. The successful candidate will be responsible for overseeing and managing the day-to-day operational activities across the school to ensure a smooth and effective learning environment. The Operations Manager will play a key role in supporting the senior leadership team in delivering a high standard of educational provision and operational efficiency.

Key Responsibilities:

- **Operational Management:** Oversee the daily operations of the school, including facilities management, health and safety, and administrative functions.
- **Health and Safety Compliance:** Ensure the school complies with all health and safety regulations, conducting regular risk assessments and ensuring proper emergency procedures are in place.
- **Facilities Management:** Manage the maintenance, cleanliness, and security of the school premises. Liaise with external contractors and ensure the school is well-equipped and maintained.
- **Resource Management:** Oversee the efficient use of school resources, including IT infrastructure, supplies, and teaching equipment.
- **Staff Management:** Line manage the administrative, support, and facilities staff, ensuring high standards of performance and providing support and professional development opportunities.
- **Budget Management:** Assist in budget planning and monitoring, ensuring cost-effective use of resources while maintaining quality and service standards.
- **Contract Management:** Overseeing and liaising with the external providers; IT, Catering and Lettings, etc.
- **Event Coordination:** Support the planning and delivery of school events, such as parent evenings, open days, and extracurricular activities.
- **Health and Wellbeing:** Implement and monitor initiatives to promote staff and student well-being within the operational scope of the school.
- **Policy Development:** Contribute to the development and review of school policies, particularly in areas related to operations, safety, and facilities management.
- **Communication:** Maintain clear and effective communication with parents, staff, students, and external stakeholders, ensuring that all operational activities run smoothly.

Key Skills and Experience:

- Proven experience in an operations or facilities management role, ideally within an educational setting.
- Strong organisational and leadership skills, with the ability to manage multiple tasks simultaneously.
- Excellent communication skills, with the ability to engage and work effectively with staff, students, parents, and external partners.
- Strong understanding of health and safety regulations and compliance requirements in an educational environment.
- Knowledge of budget management and resource allocation.
- Ability to problem-solve and manage change effectively.
- Experience with managing and leading a team.
- IT literate, with proficiency in office software and school management systems.
- A commitment to safeguarding and promoting the welfare of children and young people.

Qualifications:

- A relevant degree or equivalent qualification is desirable.
- Experience in a senior operational role in a secondary school or educational institution is highly advantageous.
- A commitment to professional development and continuing education.

This job description is a guide to the duties and responsibilities of the role and is not intended to be an exhaustive list. The successful candidate may be required to undertake other duties as appropriate to the role.

Person Specification

Education and Training

- Degree or equivalent, or significant experience demonstrating managerial skills.

Experience

- Experience in practical aspects of business planning and organisational management
- Experience of working in a school-based environment and/or in an office environment is desirable
- Can demonstrate substantial experience of leading and managing people in multidisciplinary teams
- Experience of creating and managing budgets
- Competent at using Microsoft Office packages, skilled and regular user of Word and Excel for the production of office work, intermediate (or better) user of the Microsoft Office suite

Knowledge and Skills

- Be able to think on your feet, react quickly and effectively in sensitive situations
- Use your initiative on a continuous basis to communicate confidently and effectively with all stakeholders
- Ability to multi task, work under pressure and handle a diverse workload
- Knowledge of facilities and premises management including health and safety requirements and legislation
- Ability to create reports to monitor KPIs
- Skilled in the presentation of documents for professional audiences
- Excellent Numeracy / Literacy skills

Personal qualities

- Confident and effective when communicating at all levels and facilitating discussions with individuals and groups with patience and diplomacy
- A strong team player who will contribute to the wider development of the School and Trust
- Is a 'can do' person who works positively and collaboratively
- Will be able to demonstrate professionalism of the highest order
- Commitment to safeguarding and promoting the welfare of children and young people



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“When you join as a member of staff at Coloma, you become part of a Catholic family of schools. The welcome and support you receive upon joining, from every corner of the Trust, will help you to settle in quickly and feel successful straightaway. Our students are our greatest ambassadors, and they help make the School a great place to work.”