



## CANDIDATE INFORMATION PACK



**Operations Manager**

**Permanent**

**Full time**

**Required August 2022**

# Our School



Notre Dame is an independent Catholic Day School set in 26 acres of beautiful, rural Surrey parkland. We warmly welcome families of all faiths and none. At Notre Dame School we are unashamedly holistic and our 650 students from aged 2-18 are at the centre of everything we do. At Notre Dame we focus on **Happiness and Success** – in that order. We are profoundly committed to this educational philosophy and through it we fulfil our aim of providing an exemplary **all-round education**. The academic, creative, physical, moral and intellectual challenges expected in all good schools, complete with state-of-the-art facilities, are balanced with fun and laughter and a trusting and compassionate atmosphere which enables everyone in our community to be the best possible versions of themselves.

For more than 400 years, pastoral care has been embedded at the heart of our approach to education. This is not at the expense of academic rigour. Rather, it forms the bedrock on which academic excellence is built: happy, comfortable and secure children and young women make confident and successful learners. All our students from the smallest to our Sixth Formers have access to our wonderful grounds and on-site facilities – all weather sports pitches, indoor swimming pool, professional theatre, gymnasium, sports hall, music rooms, dedicated science laboratories, libraries and woodland Forest School.



**Mrs Amélie Morgan**  
MA,BA(Hons),PGCE  
Prep School Headmistress



**Mrs Anna King**  
Med,MA(Cantab),PGCE,FRGS  
Senior School Headmistress



**Ms Louise Ayling**  
BSc(Hons),MA(Oxon),PGCE, FCA  
Bursar

# Heritage and Ethos

The Company of Mary Our Lady was founded in Bordeaux in 1607 by St Jeanne de Lestonnac to educate girls of all faiths and is the oldest recognised educational order in the world. Today there are more than 300 CoMOL schools, educational foundations and projects across 26 countries. Notre Dame School is the only one in the UK.

Our foundress, St Jeanne de Lestonnac, a mother of 5 children was a progressive and dedicated educator. She grew up in an intellectual and cultured family and was exposed to many different religious and philosophical perspectives. Her forward thinking approach to education is as fresh and modern today and we strive to live up to her indomitable spirit and drive and remain committed to her mission statement:

**‘Accompanying young people in their efforts to build their lives for today and tomorrow’.**



## The Estates Department

The Estates Department comprises two Caretakers, three Grounds Staff/Gardeners, two members of Maintenance, Theatre manager and three part time Minibus Drivers, all of whom report to the Estates Manager.

The Estates team work throughout the year, both whilst the school is in session and through the holidays. They provide a wide, diverse range of support services to the school, encompassing but not limited to:

- site security;
- waste management;
- portering of deliveries, goods and equipment;
- grounds maintenance;
- venue set up for events ad functions;
- inhouse buildings maintenance, supporting and monitoring larger contracted projects;
- legal compliance such as legionella and fire safe systems.

The School has very ambitious plans to further develop the site and this role will be instrumental to its future success.

# The Role

**Position Title: Operations Manager**

**Line Manager: Estates Manager**

## **Function of the post:**

The postholder will manage the day-to-day operations and security of the school site.

- Work with the Estates Manager to ensure the School runs efficiently and is kept clean tidy and well presented in accordance with the requirements of the School as well as providing a safe and secure site for all users.
- Work with the Estates Manager to prepare, submit and work within annual budgets.
- Work with the Estates Manager to ensure Health and Safety legislation is complied with at all times in line with Recommended Codes of Practice.
- Manage the day to day activities of the caretaking, maintenance and minibus teams.
- Liaise with the Estates Manager over the handling of all school events and activities, including whole school masses, sporting events, admission and marketing events.
- Managing operational budgets, including reporting to Bursar/Estates Manager on expenditure against budget.
- Maintaining compliance records and arranging necessary compliance checks.
- Manage and develop the external lettings programme and use of the school facilities.

## **Main duties & responsibilities:**

### Administrative

- Manage the recording and processing of Purchase Orders and reconciling with invoices.
- Assist the Estates Manager in planning, communication and implementation of appropriate works schedule.
- Alongside the Estates Manager ensure policies and procedures are regularly reviewed and updated and inspection documentation updated.
- Schedule tests, maintenance and training for the Estate including maintenance of these records on the School H&S portal, Smartlog.
- Arrange commercial lets and bookings to external organisations, liaising with Senior Management to ensure the needs of clients are balanced with the needs of the school and staff.
- Build relationships with external suppliers and contractors, to ensure high quality provision and value for money.
- Ensure that buildings and equipment service agreements are managed and that suppliers meet the standards expected and value for money is obtained.
- Facilitate event planning and co-ordinate support for school events to ensure they run efficiently and effectively, including facilities, insurance and health and safety aspects.

### Supervisory

- Deputise for the Estates Manager when he/she is absent.
- Manage projects under the direction and guidance of the Estates Manager.
- Ensure the opening/closing and on call rota is updated and produced in a timely manner.

## Projects

- Plan and execute small projects as required by the Estates Manager.
- Take a lead in reviewing or executing projects that fall within their specialism if appropriate.

## Health and Safety

- Work with the Estates Manager and Compliance Officer to ensure the school is compliant in its health and safety responsibilities.
- Ensure up to date school risk assessments are in place and lead on those within the Estates department.
- Comply with the requirements of the Health and Safety at Work Regulations, ensuring the safety of themselves and others is maintained and that Health and Safety responsibilities are carried out in a timely manner.
- Action and supervise contract work as directed.

## General

- Ensure the buildings and grounds are maintained to a safe, visually tidy and pleasing standard.
- Work with the Grounds staff and Estates Manager to manage the maintenance of the sport pitches and playground ensuring high standards are met and a safe environment is provided.
- Promote effective lines of communications throughout the working environment.
- Help to organise and control traffic and parking on site for major school events.
- Open/Close the School Premises as appropriate.
- Work with staff and pupils to improve the school's environmental sustainability;
- Ensure all school vehicles are serviced, repaired, with MOTs and licenced and that the required safety checks are carried out.

## Health and Safety

- All employees have a legal duty to ensure the safety of themselves and all the pupils and staff within the school as detailed in the Health and Safety at Work Act 1974.

## Data Protection

- All employees should familiarise themselves with and follow the Data Protection guidelines and practices.

## Safeguarding

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

*For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.*

# The Person

## Education and Skills

- D1 Driving Licence desirable.
- A BTEC, HNC or NVQ in relevant subjects.
- Excellent administration and IT skills.
- Able to effectively organise own workload and use initiative with little supervision.
- Effective communication skills with the ability to deal with complaints/enquires in a positive manner and personable manner.
- Able to demonstrate sound balanced judgement with decisiveness, flexibility and integrity.
- Resilience, the ability to work under pressure and able to meet deadlines.
- Able and motivated to constantly improve own practice and knowledge through self-evaluation and learning from others.

## Experience

- Hold a current UK driving license.
- Experience of effective use of ICT to retrieve analyse, and record information.
- Desirable to have experience of working in a school or similar environment.
- Practical experience of caretaking, cleaning, grounds work, maintenance or driving minibuses.
- Experience of managing external contractors, maintenance and repairs or cleaning services.
- Willing to undergo training as required: able to understand and apply regulations (such as health & safety, manual handling regulations etc).

## Personal Qualities

- Personable, of smart appearance and with good social skills.
- Able to work well in a team and be responsive to advice and guidance.
- Be able to command respect of a team and lead as and when required.
- Polite and courteous, calm and patient when under pressure.
- Sense of humour and ability to keep things in perspective.

# Benefits of Service

## Hours of work

- 40 Hours per week.
- All year-round including term time and school holidays.
- Occasional overtime is required on a rota basis.

## Remuneration

- NJC32 – NJC37 (£33,441 – £38,145) dependent on experience.

## Benefits

- The School has high expectations of its staff, and therefore looks to reward them with a competitive salary scale and beneficial conditions of service
- There is an extensive induction programme for all new colleagues and ongoing professional development is encouraged
- Staff development programme
- 33 days paid leave (includes bank holidays)
- Contributory Pension Scheme
- Staff Wellbeing programme – wellbeing afternoon
- Financial contribution to eye tests and glasses for eligible staff
- Employee Assistance programme – counselling, financial assistance etc.
- Staff discount on fees
- Free lunches throughout the year
- Free coffee/tea
- Free use of the school's leisure and sporting facilities, including heated indoor pool
- Commute by school coaches during term time subject to available spaces
- Free parking
- School nurse during term time



# Selection Process

Please complete the online application form available on our career site on eTeach:  
<https://www.eteach.com/careers/notredame-co/job/operations-manager-1248893>

**CLOSING DATE: 4<sup>th</sup> July 2022**

**INTERVIEWS: w/c 11<sup>th</sup> July 2022**

**START DATE: August 2022**

Shortlisted candidates will be interviewed by members of the SLT following a tour of the school. If schools are closed at time of interview there will be remote interviews over Zoom instead. Please note that before making an application for any vacancy listed you should familiarise yourself with our **Recruitment Privacy Notice, Safeguarding Policy, Safer Recruitment Policy, Keeping Children Safe in Education** and **Equal Opportunities Policy** which are available at: [notredame.careers.eteach.com](https://notredame.careers.eteach.com)

Notre Dame School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The School is an equal opportunities employer and is fully committed to a policy of treating all its employees and job applicants equally and does not discriminate on the grounds of race, physical or mental disability, national origin, colour, family status, gender, religion, sexual orientation, age or any other characteristic protected by law.

For any queries please contact HR on [recruitment@notredame.co.uk](mailto:recruitment@notredame.co.uk) or call 01932 589480.





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[notredame.co.uk](http://notredame.co.uk)



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A Foundation of the  
Company of Mary Our Lady

