



Saint Ambrose College

School Operations & development Manager

Job Description

(Please also see the separate Person Specification)

Reports to: Principal/Vice Principal

Works closely with: Trust Central Team (Finance, Estates, HR, H&S, IT), SAC Estates Manager, SLT, Other groups associated with the school (e.g. Sports Committee, Trustees, SAPA, alumni)

Line Manages: Front Office Team, Reprographics, Administrative Support Staff

Job Purpose

To provide strategic and operational leadership across school business functions, ensuring the efficient day-to-day running of the school while driving development, partnerships and income generation opportunities.

The postholder will act as the school's operational lead and key liaison between the school's operational leads, ensuring alignment between Trust strategy and school-level implementation. While core finance, estates and IT functions sit within the Trust, the role requires strong coordination, oversight, and effective day-to-day collaboration.

<p>Key Areas of Responsibility</p>	<p>1. Operational Leadership & School Systems</p> <ul style="list-style-type: none"> • Lead the smooth day-to-day operational running of the school. • Act as the primary school-based liaison between operational teams (Finance, Estates, HR, IT, H&S). • Maintain effective daily/weekly liaison with the School Estates Manager and ensure operational alignment (calendar events, site use, compliance, logistics). • Manage the whole-school calendar, coordinating events, lettings, productions, trips and operational requirements in collaboration with estates and leadership teams. • Contribute to strategic planning and school development planning alongside the Senior Leadership Team. <p>Monitoring and updating the schedule for school-specific policies.</p>
	<p>2. Health & Safety (Operational Oversight)</p> <p><i>(Trust holds strategic H&S lead; this role holds school-level operational responsibility.)</i></p> <ul style="list-style-type: none"> • Coordinate school-based H&S compliance in partnership with the Trust H&S lead (e.g. fire drills & lockdown drills). • Review and oversee risk assessments for school trips, visits and

events.

- Undertake stress risk assessments and workplace assessments in conjunction with HR.
- Complete and report RIDDOR notifications and follow-up risk assessments for workplace accidents.
- Monitor implementation of H&S policies and ensure staff awareness and training compliance.

Liaise regularly & effectively with the school Estates Manager regarding premises safety and compliance issues.

3. HR & People Management

- Line manage Front Office, Reprographics and other administrative teams.
- Oversee appraisal and professional development processes for all support staff.
- Lead recruitment processes for support staff and teaching staff as required (adverts, shortlisting support, references, onboarding coordination).
- Conduct return-to-work meetings following sickness absence.
- Maintain staff records.
- Support employee relations processes in collaboration with Trust HR.
- Promote staff wellbeing initiatives.
- Ensure compliance with safeguarding and safer recruitment processes.

4. Project Delivery, Development & Income Generation

- Lead and manage school-based projects from conception to implementation.
- Identify and submit bids for grants and funding opportunities.
- Lead fundraising initiatives, including liaison with members of the Trustees' charity.
- Develop and implement partnership and sponsorship opportunities.
- Contribute to lettings strategy in collaboration with the Trust Finance Lead and Estates Team (with operational lettings managed by the Estates Lead).

Build and maintain alumni relations and networks to support development and fundraising aims.

5. Marketing, Communications & Community Engagement

- Develop and lead the school's marketing and communications strategy.

	<ul style="list-style-type: none"> • Oversee the school website and ensure compliance, accuracy and brand consistency. • Ensure effective internal communication systems for staff and stakeholders. • Act as Data Protection Lead (DPL), managing FOI and Subject Access Requests (SARs). • Promote and strengthen outreach and community links. • Support media relations and promotional materials. • Coordinate major school events, productions and community functions.
	<p>6. Events & Calendar Management</p> <ul style="list-style-type: none"> • Oversee strategic planning and operational delivery of school events and productions. • Ensure effective coordination between staff, site, catering and external partners. • Maintain oversight of scheduling to minimise operational clashes and maximise site usage efficiency. • Ensure risk assessments and compliance for events are completed appropriately.
	<p>7. Governance & Compliance</p> <ul style="list-style-type: none"> • Support the Principal and Trust in governance compliance matters. • Ensure statutory policies are implemented effectively at school level. • Act as the operational link between school leadership and local governors where appropriate. • Monitor compliance requirements related to GDPR, FOI and data security.
	<p>8. Senior Leadership Contribution</p> <ul style="list-style-type: none"> • Attend and contribute to Senior Leadership Team (SLT) meetings on a weekly basis. • Contribute to whole-school strategic & operational planning and school improvement priorities. • Provide operational and organisational insight to support leadership decision-making. • Lead on operational aspects of School Development Planning. • Model and promote the school's vision and values as a member of the senior leadership team.
	<p>9. Strategic Responsibilities</p>

	<ul style="list-style-type: none"> • Contribute to long-term operational planning aligned with Trust strategy. • Identify efficiencies and continuous improvement opportunities. • Drive income diversification initiatives. • Develop long-term partnership and community engagement strategy. <p>Contribute to whole-school improvement planning beyond operational functions.</p>
Pastoral Care	<ul style="list-style-type: none"> • Follow all safeguarding protocols as outlined in the annual Safeguarding training & Keeping Children Safe in Education. • Discuss problems faced by a student, or created by a student, and implement appropriate responses or referrals where necessary. • Work alongside others in the college to provide enrichment opportunities for students. • Liaise with external agencies and stakeholders as required to ensure students are well supported and can thrive at St. Ambrose College. • Build positive and professional relationships with students, parents and carers, <p>To apply college policies relevant to the role.</p>
Ethos	<ul style="list-style-type: none"> • Contribute to a positive and inclusive whole school ethos to promote excellent outcomes for students. • To engage and support students with the Edmund Rice Network including opportunities to collaborate with Edmund Rice schools in England and abroad. • Role model the expected values and standards of the school. <p>Take a leading role in College life to support the St. Ambrose College Mission Statement.</p>
Other/General	<ul style="list-style-type: none"> • To support the daily life of St Ambrose College. • Be proactive in responding and reporting any issues as they arise with students. • Actively promote and support the mental health and wellbeing of all students and staff. <p>The above list is not exhaustive, and all staff are also expected to undertake any other reasonable duties requested by the Principal.</p>