



ELLESMERE PORT Catholic High School

Operations Manager

"I have come so that they may have life and have it to the full"

JOHN 10:10

Inspired by Excellence & Innovation

“I have come so that they may have Life and have it to the Full” – John 10:10

Headteacher's Welcome

I would like to welcome and introduce you to Ellesmere Port Catholic High School.

Our mission says, ‘I have come so that they may have life and have it to the full’ (John 10:10) and we believe that every student here can achieve great things wherever their skills and talents lie.

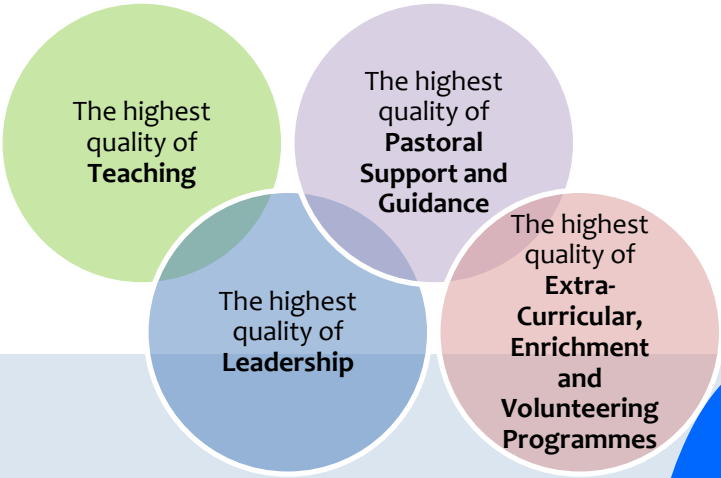
Students tell us that the time they spend here is very special. Within our caring community, new skills are learnt, knowledge increased, new friends made, and futures planned. When students look back before they leave us to go to university, college, an apprenticeship or employment, they are frequently amazed at what they have achieved and how they have developed as a confident young adult.

As a prospective employee, we encourage you to visit our school, look around and please contact us if you would like to know more.

Mrs Vile
Headteacher



Ellesmere Port Catholic High School is a school with a unique sense of community, where every student is known, where there is exemplary student behaviour, a culture built on striving for excellence and where there are exceptionally high aspirations for everyone.



With 971 students on roll at Ellesmere Port Catholic High School, we are a successful, oversubscribed school situated in Ellesmere Port. We are approximately 7 miles from Chester and approximately 14 miles from Liverpool making commute times short.

Values & Mission Statement

Ellesmere Port Catholic High School aims to provide a Roman Catholic education in an environment within which all members of the community are encouraged to develop their spiritual, moral, academic, creative and physical potential, based on the teachings of Jesus.

Our Vision

Our school's vision is:

- To promote the dignity and worth of each person
- To have a strong catholic Ethos
- To ensure every child is known
- To have high expectations of everyone
- To have excellent leadership at all levels
- To provide excellent teaching
- To encourage exemplary behaviour and personal standards
- To be at the heart of the community
- Promotion of British values

Our priorities

- To raise achievement – meet targets for GCSE and vocational results
- To develop the quality of teaching – 100% of lessons as “good or outstanding”
- To develop leadership – all staff leading learning
- To focus on behaviour and safety – improve attendance and reduce exclusions
- To encourage literacy and numeracy skills – promote effective literacy and numeracy across the school



ELLESMERE PORT CATHOLIC HIGH SCHOOL

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Operations Manager

Salary: Grade 10 (£40,476 - £46,581)

Hours: 37

Contract type: Permanent, Full Time and Full Year. (Part time hours would be considered)

Reporting to: School Headteacher

Closing Date: 9.00am Friday 8th August 2025

Interviews to be confirmed

About Us

At Ellesmere Port Catholic High School, we are proud of our inclusive, ambitious, and student-centered culture. As a thriving secondary school serving a diverse community, we are committed to providing a high-quality education and an enriching environment for all students and staff. We are now seeking a highly motivated **Operations Manager** to play a vital role in the smooth running of our school.

Ellesmere Port Catholic High School is one of 15 schools in the Multi-Academy Trust, Our Lady Help of Christians serving the diocese of Shrewsbury.

The Role

As the **Operations Manager**, you will work closely with the Headteacher and senior leadership team to oversee and manage the day-to-day non-teaching operations of the school. You will lead on areas such as facilities management, health and safety, administration, IT coordination, catering, data and curriculum support.

This is a key leadership role requiring strategic thinking, strong organisational skills, and a proactive approach to problem-solving.

Key Responsibilities

- Oversee and manage the school's operational functions including site services, catering, ICT, and administration.
- Ensure compliance with health and safety legislation and school policies.
- Line manage administrative, premises, and associate support staff
- Lead on risk assessments, contracts, and procurement
- Work collaboratively with external contractors, local authorities, and other stakeholders including the Multi-Academy Trust.
- Ensure the school's physical environment is safe, secure, and conducive to learning.

Capenhurst Lane, Whitby, Ellesmere Port, Cheshire, CH65 7AQ

Tel: 0151 355 2373

Email: admin@epchs.co.uk www.epchs.co.uk

Headteacher: Mrs C. Vile B.Ed. Hons NPQH NPQEL

In the Trusteeship of the R.C. Diocese of Shrewsbury and in partnership with our partner primary schools
Our Lady Star of the Sea, St Bernard, St Mary of the Angels and St Saviors, serving the pastoral area of Ellesmere Port



The Ideal Candidate

We are looking for someone who is:

- Experienced in operational or business management, ideally within an education setting
- Highly organised with excellent attention to detail
- Confident in managing teams and motivating others
- Skilled in resource planning
- A strong communicator with the ability to build relationships at all levels
- Calm under pressure and solution-focused

A background in school operations and facilities management is highly desirable.

The Operation Manager provides site, catering, data and H&S support to the School and Leadership Team within our school. This position is seen as crucial in managing the schools' associate colleagues and compliance responsibilities and will play a central role in the success of the school.

The post holder will be an experienced individual and will have a successful track record of working within all aspects of estate management. The role will involve liaising with school administration staff in the management of all school contracts and health and safety requirements operating within a clearly defined budget. They will need to establish and maintain good working relationships and identify and provide training to school administrative and support staff as required.

What we offer:

- A competitive salary and option to join the Local Government Pension scheme
- Professional development opportunities to further enhance your career
- A supportive and collaborative working environment
- Access to an Employee Assistance Programme including access to high street discounts

Further details can be found on the school website,

To Apply:

We understand and want to support a healthy work – life balance, we welcome applications from candidates who require flexibility.

We are committed to diversity and inclusion and therefore welcome applications from all suitably qualified and experienced people.

Applicants are required to complete the following documents:

Operations Manager Application Form/Rehabilitation of Offenders Form/Reference Request Form

Full Applications should be sent to the HR Director, Neil McCurrie on the following email, hr@olhoc.org.uk. Please note CV's will not be accepted.

Ellesmere Port Catholic High School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS check with Child Barred List check.

All posts are offered subject to agreement to sign the Catholic Education Service contract of employment with Our Lady Help of Christians Catholic Academy Trust. We are committed to equality and welcome applications from all sections of the community. This role is not reserved and there is no requirement for the post holder to be a practising Catholic but should uphold our principles and values in all aspects of their employment



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JOB DESCRIPTION

JOB TITLE	Operations Manager - Secondary	JOB REF NO	AAAE5168
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BASIC JOB PURPOSE

Provision of operational leadership, management and administrative support, to ensure best value and the successful and effective operational running of the school

	MAIN RESPONSIBILITIES
1	Work closely with the Headteacher and senior leadership team to oversee and manage the day-to-day non-teaching operations of the school.
2	To manage contract procurement and contractor management in line with the Finance Policy and within an agreed budget.
3	To work with the Hub Business Manager and support them by working to an agreed budget, identify cost savings and efficiencies.
4	Manage and oversee the production of statistical data relating to the school; in order to submit reports and returns to Ofsted, DfES, etc as required. Incl. Work Force Census.
5	Manage the work of administrative and associate Support staff, directly and through intermediate staff; in order to ensure that efficient administrative and support systems are in place for the effective operation of the school.
6	Assume overall management responsibility, directly and through intermediate staff, for the management of school premises, including maintenance, cleaning, refurbishment, health and safety, ICT, and security, etc. To include revenue generation in Catering teams.
7	Manage school safety protocols and emergency preparedness. Ensuring the school is fully compliant with H&S requirements e.g. Fire and Asbestos.
8	To review all relevant policies and procedures in areas of school activity other than teaching, to make recommendations for change to the Trust, implement agreed changes and keep future effectiveness under active review.
9	To ensure that all colleagues in the school have the required compliance training and to regularly report on this to the Trust.
10	To ensure that strategies are in place to minimise the environmental and ecological impact of the school and its operations.

Notwithstanding the detail in this job description, in accordance with the School's/Trusts Flexibility Policy and contract, the job holder will undertake such work as may be determined by the Headteacher/Governing Body/Trust from time to time, up to or at a level consistent with the Main Responsibilities of the job.

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

EPCHS is dedicated to safeguarding and promoting the welfare of students and young people and expects all staff to share this commitment. This position is subject to an enhanced DBS check and online search.



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PERSON SPECIFICATION

IMPORTANT

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JOB TITLE: OPERATIONS MANAGER (Secondary)

GRADE: 10

JOB REF: AAAE5168

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications	<ul style="list-style-type: none">➤ IOSH Managing/Leading Safely qualification or equivalent		Application Form
Experience	<ul style="list-style-type: none">➤ Previous management experience➤ Strong understanding of H&S➤ Experience of contractor management and procurement of new contracts➤ Facilities Management experience	<ul style="list-style-type: none">➤ Previous school administration / operational experience➤ Strong understanding of organisational management within a school or similar organisation➤ Experience of working to a balanced budget	Letter/Interview
Job Related Knowledge	<ul style="list-style-type: none">➤ A commitment to the values and ethos of the Academy Trust and a passion for education.		Letter/Interview
Interpersonal Skills	<ul style="list-style-type: none">➤ Strong administrative and organisational skills, including the ability to provide clear briefings and instructions to colleagues.➤ The ability to work to deadlines and prioritise workload.➤ Be proficient in the use of Microsoft office programs such as Excel and Word.		Interview
Aptitude and Personal Qualities	<ul style="list-style-type: none">➤ Willingness to work flexibility, potentially including evenings as required.➤ Strong communication skills.		Interview

Guidance for Applicants

How to apply

The Job Description and the Person Specification for this role are essential to the recruitment process. Please ensure you refer to both documents when completing your application.

If you feel you have the right qualities to join our forward-thinking school, please complete the application form which is available to download from our vacancies section on our school website. We are committed to treating our applicants fairly and with respect, only application forms that are fully completed will be accepted. If you wish to include a supporting letter, please ensure it is no longer than 2 sides of A4.

Shortlisting

The shortlist process will consist of an interview panel who will be objective and follow a thorough and rigorous analysis of all applications. The decision on interview selection will be based on how well applicants meet the job description and person specification. Any discrepancies or anomalies in the information provided will be taken up at interview.

Candidates will be contacted and invited to Interview and will be informed that references will be requested before the interview. Referees must know that they are going to be contacted before application. The requirements are that you must provide a contact name of a person, not a company in general, their position, a postal address, telephone number and email address.

New Safer recruitment guidelines state that we must now also complete an online search for all shortlisted candidates.

The Interview

During the interview process we will take every opportunity to find out if you are the right person for the role. It will offer you a range of opportunities to demonstrate your potential to meet the requirements of the post and for you to find out more about the school and those who work here. Depending on the role you are applying for there may be different procedures used:

- A Lesson Observation
- A Presentation
- A Data task
- A formal interview
- A Student panel
- A Tour of the school

Once interviews are complete, you will be told when you are likely to be informed of the decision. Unsuccessful applicants are able to request feedback.

Following acceptance, applicants will be required to complete an enhanced DBS check and a medical questionnaire, these must be completed as soon as possible.

Safeguarding statement

Ellesmere Port Catholic High School is committed to Safeguarding and promoting the welfare and safety of our students. We expect all staff and volunteers to share this vision. Therefore, applicants will complete a Criminal Record Check (Disclosure) from the Disclosure and Barring Service. You will also be required to complete a Rehabilitation of Offenders Act 1974 form; this will show any spent conviction. Applicants must disclose whether they have any previous convictions whether or not they are spent. This will be discussed with the Headteacher/Business Manager giving the opportunity to establish suitability for the role. Any information you provide will be kept in confidence and will only be used in respect of your application for the position.

Contact Details:

1	2	3	4	5
Phone 0151 355 2373	HR Email Human.Resources@epchs.co.uk	Admin Email Admin@epchs.co.uk	Website www.epchs.co.uk	Address Ellesmere Port Catholic High School Capenhurst Lane Whitby Ellesmere Port Cheshire CH65 7AQ



“Great things happen when you care”

PSALM 21:
He asked for life and you gave it to him



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