



Operations Manager

Permanent, 30 hours per week, working flexibly across 4-5 days

Term-Time (38 weeks) plus 2 weeks

Grade 11, point 20-25, £31,586 - £35,235 FTE

Actual starting salary £22,998 per annum (40 weeks per year)

We are looking for an inspirational Operations Manager to join Fairlands Middle School to support our journey to excellence. Our wonderful school is committed to nurturing the growth of young minds, where pupils feel secure, fostering the development of their self-esteem and is at an exciting point in our development under the leadership of our new Headteacher.

The Operations Manager is a senior role, overseeing the daily smooth running of the school operations and providing strategic vision and leadership to all aspects of school operational management. The ideal candidate will have excellent administration, organisational and leadership skills with knowledge of human resources, finance, health and safety and compliance. Flexibility, reliability, professionalism and the desire to take ownership is essential to success in this exciting role.

Candidates will need to:

- Be strategic in their thinking.
- Demonstrate proven administration, human resources and premises management experience at a senior level, preferably within a school environment.
- Have proven ability to successfully problem-solve, organise, lead and motivate teams.
- Have excellent communication skills with the ability to build positive relationships.
- Be able to plan, prioritise, organise and respond to changing priorities in a fast-moving environment.
- Have a commitment to maintaining confidentiality at all times, and the safeguarding of our young people.
- Have a commitment to promoting the ethos and values of the school and Trust as well as getting the best outcomes for all pupils.

It is an exciting time to join the Wessex family as we grow, we can offer:

- Professional induction, training and continued professional development opportunities.
- Extended Leadership and other opportunities to develop your career.
- Excellent collaboration across Trust Schools, extensive learning communities and specialist subject leads to enhance the learning of our young people and enhance your personal development.
- Staff benefits including reduced leisure centre membership and cycle to work scheme.
- A staff assistance programme with specialist provider, Carefirst who provide a 24/7 free phone helpline, or face-to face counselling for every employee.
- Local Government Pension Scheme with a generous employer contribution in excess of 20%, subject to pension eligibility criteria.

To apply for this position, please complete a support staff application form, (available on the Trust website), together with a letter of application for the attention of Rebecca Bennett, Headteacher. Applications should be returned by email to recruitment@fairlandsmiddleschool.co.uk . If you wish to discuss the role informally prior to making an application, please contact recruitment@fairlandsmiddleschool.co.uk

Closing Date: Monday 9 June 2025 at 8:00 am

Interview Date: TBC

Early applications are encouraged; we reserve the right to close this advert prior to the closing date.

The Wessex Learning Trust is committed to safeguarding young people and promoting the welfare of children, and all staff appointed will be required to undertake online checks and an enhanced Disclosure and Barring Service Check.

