

Liberty Primary School

Liberty opens the doors to opportunities



Job Description for Operations Manager

Post: Operations Manager

Appointment Start Date: November 2025

Contract Type: Full time, Permanent

Salary/Grade: ME9

Hours: 35 hours per week, 41 weeks per year

Location: Liberty Primary School, Western Rd, Mitcham, Surrey CR4 3EB

Responsible to: Headteacher

Job Purpose: To ensure the smooth and efficient running of Liberty Primary School's operational functions, including administration, HR, health & safety and lettings. The postholder will play a key role in supporting strategic decision-making and ensuring that support systems are high-performing, compliant, and aligned with the school's vision.

Leadership & Line Management	<ul style="list-style-type: none">• Lead and line manage non-educational support staff, including recruitment, induction, appraisal, and performance management.• Establish clear systems of accountability for support staff roles.
Administration Management	<p>Oversee the whole school's administrative function and ensure efficient systems are in place to support teaching and learning.</p> <ul style="list-style-type: none">• Maintain and develop administrative and financial ICT systems (e.g. MIS, asset management, data returns).• Ensure statutory returns and information (e.g. DfE, LA, census) are completed accurately and on time.• Coordinate the 'moving up' of classes and staff responsibilities annually on the MIS.
HR & Personnel Management	<p>Administer and manage all aspects of the employee lifecycle, including:</p> <ul style="list-style-type: none">• Recruitment, onboarding, payroll, pensions, contracts, and leavers• DBS checks, medical clearances, and employment references• Review staff absences and follow up in line with policies.• Ensure compliance with safer recruitment, equality, and safeguarding policies.• Managing CPD bookings for all staff.
Health & Safety	<p>Act as the school's Health & Safety Coordinator.</p> <ul style="list-style-type: none">• Implement and regularly review the school's Health & Safety and Critical Incident Policies.• Conduct regular risk assessments and ensure corrective actions are implemented.• Ensure that all staff receive appropriate H&S training and guidance.• Promote a culture of safety and wellbeing across the school.

Lettings & Community Use	<ul style="list-style-type: none"> • Administer and schedule school lettings. • Promote use of the school's facilities by the wider community. • Monitor lettings contracts and ensure compliance with insurance and safeguarding requirements. • Maximise revenue through effective management of community use.
Governance & Strategic Support	<ul style="list-style-type: none"> • Attend Senior Leadership Team (SLT) and Governing Body/Sub-Committee meetings as requested, providing advice on personnel, premises, health & safety and operational matters. • Support long-term planning of staffing, facilities, and resources to align with the School Improvement Plan. • Assist the Headteacher in strategic decision-making through data analysis and reporting.
Support to the Headteacher	<p>Provide courteous reception and administrative support to the Headteacher, including:</p> <ul style="list-style-type: none"> • Handling calls, emails, and correspondence • Arranging hospitality for visitors • Filing and recordkeeping • Prioritising urgent matters
Joint Administrative Responsibilities	<p>Work collaboratively with the administrative team to ensure smooth school operations.</p> <ul style="list-style-type: none"> • Support pupil data management (e.g., SIMS, filing paperwork). • Provide high-quality reception service to parents and visitors. • Respond to general enquiries by phone, email or in person. • Maintain a tidy, efficient, and safe office environment. • Support first aid/welfare procedures for unwell or injured children (as required).
Safeguarding, Data Protection & Compliance	<ul style="list-style-type: none"> • Follow all school safeguarding procedures, ensuring that all visitors are appropriately checked and recorded. • Ensure the confidentiality and integrity of all school data. • Administer DBS and pre-employment checks for new staff and volunteers. • Assist with statutory and non-statutory returns and audits (e.g. Census, workforce return).

Summer & Holiday Responsibilities

As part of the contract, work two weeks in the summer holidays to assist with:

- Set-up of the new academic year (MIS, resources, staffing allocations)
- Updating class information and preparing operational systems
- Planning and implementing summer maintenance schedules