



Headteacher: **Alan Gray** B.Sc. M.Sc., F.R.S.A.  
The Ridgeway, St. Albans, Herts. AL4 9NX  
NOR: 1670 with 480 in the sixth form



**School Operations Manager**  
**30-37 hrs a week working term time only + 3 weeks during the school holidays**  
**Salary: M1 plus fringe**  
**Starting July 2022**

Due to a re-organisation within our Trust, an exciting opportunity has arisen for an individual to join Sandringham school as an Operations Manager.

The successful candidate will work closely with the Senior Leadership Team and will be responsible for the school Resources, Premises and Human Resources functions.

This is an exciting, varied role, and one which is critical in enabling the school to achieve our vision and objectives.

As a result, we are looking for a dynamic individual, with experience of leading similar multi-functional operations, **within or outside of an education environment**.

The role will suit an individual with the ability to contribute strategically but who also enjoys playing a hands-on role, supporting operational delivery through their teams.

The right person will be well organised and will effectively prioritise their time to balance their focus across their functions. They will closely partner the school Headteacher and Trust Operations Director to actively contribute to strategic decision making and planning within the school. They will also build successful working relationships across the wider school team to influence effectively and successfully deliver the operations agenda.

This role requires someone who has professional integrity, excellent interpersonal skills, and the ability to engage and communicate effectively in a wide range of situations with colleagues at all levels.

If you think this sounds like an exciting opportunity and would like to work in a forward-thinking school and make a difference, we would like to hear from you.

Minimum of 30-37 hours, term time + 3 weeks. Alternatively, with additional responsibilities, 37 hours, 52 weeks including holiday.

- Pro-rata salary range for 37 hours, term time + 3 weeks: **£33,433-£37,234**
- Full time salary range for 37 hours, full year: **£37,008-£41,215**

Benefits include:

- Access to the Local Government Pension Scheme
- Professional development
- Children of staff admission policy
- Cycle to work scheme

#### **Our school**

Sandringham School is a high performing and extremely popular Outstanding School. Over £10 million has been invested in developing the learning environment in the past five years to provide a **state-of-the-art learning campus**.

Sandringham School is a member of the Alban Academies Trust, together with Verulam School, Ridgeway Academy, Wheatfield's Junior School, Wheatfield's Infants' and Nursery School, Garden Fields JMI and Skyswood School. We work in a multi-academy trust to share best practice, deliver joint training, promote the highest of expectations and raise achievement for all students. Our motto is 'Educational Excellence for Everyone'. The trust offers significant opportunities for career development of staff at all levels within our organisation.

**Candidates are welcome to visit the school informally prior to application, by appointment**

**Closing date – 12 noon, Monday 27<sup>th</sup> June**

Prospective candidates are encouraged to submit their applications as soon as possible as the school reserves the right to close the advert should we feel able to appoint an appropriate candidate. Full details are available from our website [www.sandringham.herts.sch.uk](http://www.sandringham.herts.sch.uk) or [www.teachinherts.com](http://www.teachinherts.com) Applications should be sent to: Kate Ward, HR Manager, Tel 01727 799560. Email [appointments@sandringham.herts.sch.uk](mailto:appointments@sandringham.herts.sch.uk)

Sandringham School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check and references. We are strongly committed to promoting equality of opportunity and the elimination of unlawful discrimination.