



ROLE: School Operations Manager (Business)

SCHOOL: Hamworthy Primary Schools Federation (Twin Sails Infant School & Nursery and Hamworthy Park Junior School)

HOURS: 37 hours per week; 52 weeks per year (number of working weeks per year negotiable – to be discussed at interview)

SALARY: Poole Band K37-39 (£47,181 - £50,269)

CLOSING DATE: Wednesday 8th October 2025 – 12pm

INTERVIEW DATE: Wednesday 15th October 2025

START DATE: To be discussed on successful application. The Federation wish to provide the successful candidate with sufficient handover time; therefore, our preference is to start asap.

A unique and exciting opportunity has arisen for our Federation to recruit a new School Operations Manager, for the Business element within our Federation. The successful applicant will be responsible for the line management of the school's support services and will take a leadership role providing strategic, professional advice and support to the School Leadership Team and the Governing Body. Due to the size of our Federation, this is role is integral to the workings of the senior team.

As a member of the senior leadership team, the successful candidate will lead and manage the business operations across the schools. This includes managing the teams behind administration, Human Resources and Premises (which includes our own swimming pool). Alongside these key elements the Operations Manager will oversee the internal finance systems such as payroll and invoicing, extended day care, the business elements of our maintained Nursery and our non-teaching support staff employed across the lunchtime.

As part of the Hamwic Education Trust (HET), all Operations Managers have direct access to high quality advice, support, systems, and processes through the managed services team within HET. All Operation Managers are provided with regular continued professional development, networking opportunities and Business Conferences.

WE ARE SEEKING A PROFESSIONAL INDIVIDUAL WHO:

- Will promote the highest standards of business ethos within the administrative function of the school and strategically ensure the most cost-effective use of resources in support of the schools' operation and improvement priorities
- Can demonstrate excellent leadership and communication skills alongside attention to detail and good operations management experience
- Has strong business acumen, is driven and self-motivated with a proven track record in excellent service delivery and achieving goals and objectives
- Is an effective leader able to develop staff and lead continuous improvement initiatives in a pragmatic and cost-efficient manner
- Has an understanding of educational management issues
- Has the ability to lead on matters of estate management, operational finance and human resources

WE CAN OFFER YOU:

- Excellent CPD opportunities and Training and Development Programmes
- In-house Teaching School
- An individual induction programme supported by a mentor
- Networking groups for Teachers, Business Managers, Site Teams and IT staff
- Eligibility to join the Teachers' Pension Scheme or Local Government Pension Scheme
- Generous holiday entitlement for staff working 52 weeks per year which increases with length of service
- Free eye tests up to the value of £25 for users of VDU equipment and contribution up to the value of £60 towards the purchase of glasses specifically for the use of display screen equipment (where all conditions are met)
- Opportunity to become a school workplace Health and Wellbeing representative, meeting with other schools on a termly basis and feeding into the Health and Wellbeing strategy.



- Access to the Trust Health and Wellbeing pages
- Access to a staff benefits portal through Vivup.
- Free confidential telephone and face to face counselling for staff and family members

INFORMATION ABOUT OUR SCHOOLS:

Twin Sails Infant School & Nursery and Hamworthy Park Junior School are part of the Hamworthy Primary schools Federation. Both schools are four-form entry and set in beautiful surroundings, overlooking Poole Bay. Our caring, nurturing ethos underpins everything that we do. We all believe that every child deserves the very best education and a wealth of opportunities to achieve their full potential, and as a team we strive to achieve this.

‘Every Child, Every Day, Every Possibility.’

FURTHER INFORMATION ABOUT THE TRUST:

Twin Sails Infant School & Nursery and Hamworthy Park Junior School are part of Hamwic Education Trust (HET). HET is a large, fast-paced Trust with currently 37 academies across the South Coast. Linked to 6 community-based partnerships, there are 34 primary academies, 2 secondary and 1 hospital school.

‘All about the Child’

At HET, we aim to put the child at the centre of everything we do. We believe that by doing this, it drives our ethos and values to do the best we can for our children.

‘What about Sam’

Sam is the name we have given to the notional Hamwic child. By asking ourselves ‘What about Sam?’ we ensure that we put our pupils at the heart of our decision making.

THE HILLARY PARTNERSHIP

The Hillary Partnership is part of an umbrella Trust called the Hamwic Education Trust. At the Hamwic Education Trust we offer unique opportunities for those individuals that excel in education.

We aim to deliver an outstanding education to our pupils and to do so we must employ **outstanding** people.

We offer a training pathway for all employees including teachers, support staff and our middle and senior leaders.

Our staff have opportunities to work on cross phase projects and to work in other schools within the Trust in order to gain invaluable experience and enhance their skills.

APPLICATION PROCEDURE:

Should you wish to apply for this vacancy, please view the job description & person specification, and complete the application form which can be found on our website – [Vacancies | Federation of Hamworthy Primary Schools](#) and return to Anna Moore (HR Officer) – recruitment@hamworthyprimaryschools.co.uk

Visits to our school are warmly welcome. Please contact Lucy Mitchell (Office Manager) at the school on 01202 672377 to book a suitable date and time.

Please note, any candidates requesting a tour will be asked for their current place of work which will allow the school to verify, where possible, the name and place of work given. Potential candidates will be asked to bring their current school ID and/or photographic ID as proof when they visit the school for a tour.

Successful candidates will be subject to online searches.

SAFEGUARDING:

All schools within HET are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.