EFFINGHAM

CRANMORE • MANOR HOUSE • ST TERESA'S

Appointment of Effingham Schools Trust Director of Operations

January / April 2027

Information for Applicants



Effingham Schools Trust, Effingham, Surrey RH5 6ST
www.effinghamschools.org

Effingham Schools Trust • Registered Company No. 4509623 • Registered Charity No. 1095103

Welcome from the Chief Executive Officer

Dear Applicant,

Thank you for your interest in joining the Effingham Schools Trust as our Director of Operations.



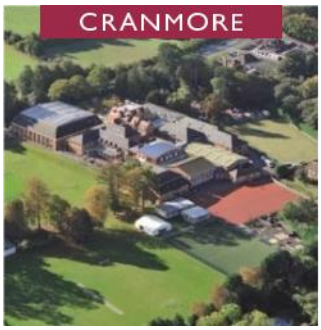
The Effingham Schools Trust is a family of schools united by a shared commitment to providing an exceptional education and creating environments in which pupils and staff can flourish.

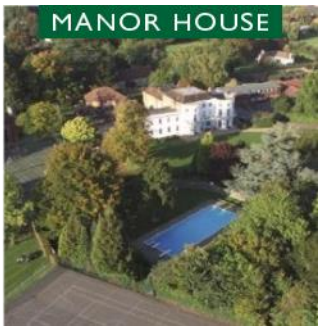
As our Trust continues to grow and evolve, we are seeking an outstanding operational leader who will play a pivotal role in supporting the strategic development and long-term success of all our schools.

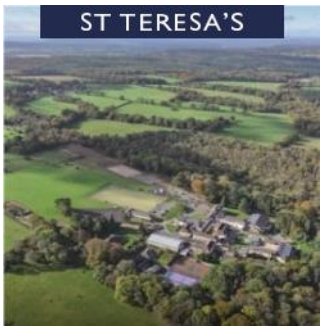
This is an exciting opportunity to join the Trust and work closely with Headteachers, Governors and colleagues. The Director of Operations will provide leadership across estates, facilities, compliance, health and safety, transport and operational services across the Trust.

We are looking for an individual who shares our values and is inspired by the opportunity to make a meaningful impact across our Trust. If this is you - I would be delighted to receive your application.

Rachel Owens
Chief Executive Officer









The Effingham Schools Trust is a family of schools working collaboratively to provide a coherent and ambitious educational journey. The Trust comprise St Teresa's (girls, Years 6–11), Cranmore (boys, Nursery – Year 11), Manor House (Nursery –Year 6), and Effingham Sixth Form (co-educational, based on the St Teresa's site). Collectively, these settings provide a continuous pathway from early years through to Sixth Form.

In 2019, neighbouring schools St Teresa's and Cranmore formed the Effingham Schools Trust partnership to create a diamond model school, delivering all the advantages of both single-sex and co-education to girls and boys. Manor House subsequently joined the Trust from September 2023, forming a dynamic educational triumvirate.



Three modern, progressive schools, Cranmore, Manor House and St Teresa's Effingham have enviable track records, delivering best practice teaching to their pupils, whilst maintaining exceptional pastoral care. Combining these skills will provide a distinctive and distinguished education.

The partnership allows each school to focus on its strengths whilst retaining its individuality, presenting to all pupils an extraordinarily rich variety of shared events, facilities and resources to provide a distinctive and distinguished education for pupils of all faiths and backgrounds.

The Trust's diamond model offers the benefits of the co-ed classroom to very young pupils, the benefits of the single sex classroom in later prep and secondary years, before returning to co-education Sixth Form.



Director of Operations

Start Date:	**January 2027 / April 2027 (depending on availability)**
Reports to:	**Chief Executive Officer**
Direct Reports:	**Estates, Maintenance, Transport, Compliance & IT Teams, Equestrian**
Location:	**Across all Effingham Trust schools**

The Effingham Schools Trust (EST) is seeking an outstanding individual who will work across all schools within the Trust. This position will report to the Chief Executive Officer and have dotted reporting lines to the head teachers. In addition, this role will also line manage and be responsible for The Equestrian Centre based at St Teresa's School.

Working closely with the Chief Executive Officer, Headteachers and SLT, the Director of Operations will be responsible for compliance, IT, contract management, maintenance, estates, transport and Health and Safety and provide leadership across these functions.

This role offers a unique opportunity to shape the future development of three thriving schools and ensure the highest standards of operational excellence across the Trust.



Roles & Responsibilities

The Director of Operations will be responsible for the strategic and day-to-day leadership of the Schools' business and support functions, including finance, estates, compliance, health and safety and IT. The postholder will play a pivotal role in ensuring the Trust operates efficiently, remains financially sustainable and provides an outstanding environment for pupils, staff and visitors.

School Operations & Compliance

- To advise the Senior Leadership Teams on strategic decisions which will impact school-based actions and activity.
- To lead the development of Trust wide compliance-based policies and procedures which require implementation at Trust level. This role will work closely with the DSLs, Head teachers, Head of HR and Maintenance Teams to support this responsibility.
- To ensure that the schools are fully compliant with current ISI (and other relevant bodies) regulations.
- To lead the preparation of all documentation required in ISI and other inspections. To plan all inspection schedules involving all relevant parties and providing preparation and guidance where needed.
- To line manage and be jointly (with the Head) responsible for The Equestrian Centre based at St Teresa's School.
- To line manage the transport, maintenance, IT and grounds staff across the Trust. This role is responsible for developing, implementing and managing new procedures, practices, IT packages and external contracts, across all these departments, to support the strategic vision of the Trust.
- To line manage the operations assistants and compliance officers across the Trust.
- To assist the Director of Finance with procurement.
- To manage, review and purchase (in consultation with the Director of Finance) insurance in relation to buildings/facilities and student trips.
- To ensure that the Trust has the appropriate copyright licences in place and monitoring compliance with copyright legislation and the terms of the licences held.

IT and Data

- To oversee the contract management of outsourced IT provision; working with all schools to understand requirements and issues.
- To line manage and develop in-house IT support teams. To work with the Senior leadership team to ensure a fit-for-purpose, value for money, IT platform to facilitate remote education and collaboration of resources.
- To lead on the development of the Trust wide IT services to improve utilisation and reporting to provide better central visibility of performance indicators.
- To be the Trust's Data Protection Officer. To lead on GDPR practices and policies and respond to Subject Access requests and Freedom of Information requests.

Estates and Facilities

- To produce Capital Investment and Enhancement plans to include lifecycle works, building projects and improvement works.
- To act as the central point of contact for, and ensure the appropriate monitoring and management, of all service contracts including Cleaning, Catering and Waste Management.
- To lead on the leasing and management of school facilities to maximise commercial growth and development.
- To oversee the upkeep of buildings as well as grounds maintenance, security of all people, buildings, facilities and property.
- To work with external consultants and agencies to access funding opportunities to improve and upgrade school facilities.
- To oversee statutory Planned Preventative Maintenance (PPM) completion across the Trust; monitoring contracts and providing central assurance of compliance.
- To line manage and develop the Maintenance and ground staff teams at all three school sites.
- To develop and lead the Trust's strategic vision for increased sustainability and use of renewable resources for energy and waste.
- This role will increase awareness of the schools' emissions and carbon footprint.
- The Director of Operations will champion, develop and promote a green agenda across the Trust.
- To work towards reducing energy consumption across the Trust, in the short, medium and long term.

Health, Safety and Risk Management

- To support the implementation of all Trust wide Health and Safety policies and procedures across schools by leading on best practice, using knowledge and expertise, to ensure that EST fulfils its ISI and statutory obligations. To be responsible for minimising risk to students, staff and volunteers.
- To ensure contingency plans are effective for emergency, accident, fire and other emergencies.
- To support Head Teachers, Maintenance and Estates staff with the coordination of Health and Safety training.
- To provide termly updates to the Risk Register with updates reported to the Trust's Senior Leadership Teams and Finance and Governing Bodies.
- To work closely with the medical team in the event of an infection outbreak being the main point of contact with Public Health England.
- To have overall responsibility for the management of all necessary risk assessments (with the exclusion of school trips).
- To ensure that business continuity plans are developed for each school and annually tested.
- To act as each School's licensee taking responsibility for the consumption of alcohol on each site.
- To ensure the trust is environmentally compliant.

Transport

- To update and develop the transport strategy for the Trust.
- To line manage the transport teams via the Transport Manager and Transport Supervisors.
- To manage the fleet and leasing arrangements.
- To oversee and manage centralised communications with parents regarding all aspects of transport at each school site.
- To manage and resolve any disputes and complaints connected to transport.
- To oversee all aspects of health and safety, legal requirements associated with fleet management, insurance and safeguarding of students in relation to transport.
- To manage outsourced contracts for transport ensuring the Trust receive good value for money, exceptional safety and quality for all students and staff.
- To manage and implement the use of any software/IT packages for students, parents and drivers associated with transport.



Person Specification

Qualifications

- Educated to degree level or equivalent professional qualification.
- Evidence of relevant continuing professional development.
- Evidence of relevant management qualification or significant senior leadership experience.

Experience

- Proven experience in a senior operational, business or administrative leadership role.
- Experience of strategic planning and leading organisational change.
- Experience of managing budgets and delivering financial accountability.
- Experience of overseeing multiple operational functions, such as estates, facilities, compliance, health and safety, IT, HR or procurement.
- Experience of leading, motivating and developing high-performing teams.
- Experience of managing complex projects from inception to completion.
- Experience of risk management and ensuring regulatory compliance.

Knowledge

- Strong financial and commercial awareness.
- Excellent leadership and people management skills.
- Ability to think strategically whilst maintaining attention to operational detail.
- Excellent communication and interpersonal skills, with the ability to build positive relationships
- Ability to analyse complex information and make sound decisions.
- Understanding of governance, compliance and risk management processes.
- Experience within the education sector, particularly independent schools.
- Knowledge of ISI regulatory requirements and independent school operations.

Personality

- Strong integrity, discretion and professionalism.
- Resilient and adaptable, with the ability to manage competing priorities.
- Collaborative and approachable leadership style.
- Commitment to the values and ethos of the Trust.
- Ability to inspire confidence and lead through change.
- Committed to safeguarding and promoting the welfare of children.

Remuneration and Benefits

Our staff enjoy working as part of a strong school community.
We reward our talented staff with a range of benefits.

Salary: Competitive, depending upon skills and experience.

Pension Scheme
Generous contributory pension scheme.

Refreshments and lunch
Refreshments and lunch provided during term time.

Cycle to work
Cycle to work scheme for staff members.

Parking
Parking for staff members is provided on site.

Counselling Service
A free, confidential 24-hour telephone service available 365 days per year.

Use of School sports facilities
Staff may use the school's sports facilities when available.



Application and Selection Process

All applicants are required to complete an **application form** containing questions about their academic and employment history and their suitability for the role. A Letter of Application addressed to Mrs Rachel Owens (Chief Executive Officer) should accompany the application form.

The letter should indicate your suitability for the post and your motivation for submitting the application. Further information, including examination results and the Independent Schools' Inspection Reports can be found on the Schools' website https://www.effinghamschools.org

As part of the Trust's commitment to safeguarding and promoting the welfare of children, any offer of employment to this post will be subject to receipt of a satisfactory Enhanced Disclosure and Barring Service check, along with qualifications, two satisfactory references and a satisfactory response to a Health Questionnaire. **Please note that references will be taken up with shortlisted candidates prior to the interview.**

Closing Date for Applications:	**Monday 23rd November 2026**
First round interviews will be held on:	**Thursday 3rd December 2026**
Applications should be sent to:	Mrs Karen Babler (Recruitment Manager) k.babler@st-teresas.com St Teresa's School Effingham Hill Surrey RH5 6ST

Effingham Schools Trust is committed to safeguarding and promoting the welfare of children. Our recruitment process follows the guidelines in KCSIE. Applicants undergo enhanced screening including checks with past employers, the DFE and the disclosure and barring service.

The Trust reserves the right to interview at any stage of the selection process.