

# School Operations Manager

**Salary:** £45,000 - £52,000 + Benefits

**Job type:** Full Time, Permanent

**Start date:** ASAP

**Apply by:** 09:00 Tuesday 22 April 2025

**Interviews:** 6/7 May 2025

## Job overview

The School Operations Manager plays a pivotal role in ensuring the smooth and efficient running of St Christopher's the Hall School, working closely with the Head, the Core Leadership Team (CLT) and the Group's central business partners in Finance, People Operations, Digital Services, Estates and Health & Safety. They will work collegially with the central professional services teams to agree required levels of service, ensuring that these services are implemented and managed effectively at school.

This role is responsible for the day-to-day operational management of the school, ensuring compliance, efficiency, and excellence in all non-teaching areas. The role incorporates a broad range of school operations, including facilities management, health and safety, IT, administration, strategic planning and finance and human resources oversight.

Early applications are advised as the School reserves the right to appoint at any stage during the application process.

Should you need further details: [Vacancies | Private School Bromley | St Christopher's The Hall](#)

St Christopher's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post. As this role involves 'regulated activity' with children the successful applicant will be required to complete a Disclosure and Barring Service (DBS) disclosure application. Employment will be conditional upon the School being satisfied with the result of the Enhanced DBS check and the outcome of all other checks.

St Christopher's will also carry out a check of the Children's Barred List on the successful applicant. Applicants should be aware that it is unlawful for the School to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so.

This role is also exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask shortlisted applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.