



**ROSEMEAD
PREPARATORY
SCHOOL & NURSERY**
DULWICH

HEAD OF SCHOOL OPERATIONS

At

ROSEMEAD SCHOOL

JOB DESCRIPTION & PERSON SPECIFICATION

Applications Close: 0900 Monday 29 June 2026

Longlist/Shortlist Interviews: W/C 6 July 2026

Start Date: August 2026

HEAD OF SCHOOL OPERATIONS

JOB OVERVIEW

Job Title: Head of School Operations

Department: Professional Services

Employment Type: Full – time, Permanent

Salary: £57,280 to £63,643 per annum

Start Date: August 2026

Responsible to: Director of Estates and Commercial Activities

Purpose of the Role: The Head of School Operations plays a pivotal role in ensuring the smooth, safe, compliant and efficient operation of the School, working closely with the Head, Senior Leadership Team (SLT) and the St Dunstan's Education Group's (SDEG) central business partnering teams across Estates, Health & Safety, Finance, People Operations and Digital Services.

As a member of the SLT, the postholder will support the strategic and operational leadership of the School, ensuring that operational services effectively support educational delivery, safeguarding, pupil wellbeing, staff effectiveness and the wider parent experience.

The role is responsible for the leadership and management of the School's non-teaching operational functions, including estates and facilities management, operational health and safety, compliance, administration, reception and front-of-house services, operational risk management, contractor management, educational visits compliance, operational event support and business continuity planning.

The postholder will work collaboratively with the Group's central business partnering teams to ensure strong operational delivery, clear accountability, compliance with Group standards and the effective implementation of school and Group priorities.

HEAD OF SCHOOL OPERATIONS

JOB DESCRIPTION

Strategic Leadership & Operational Management

- Support the Head and SLT in the strategic and operational leadership of the School
- Provide high-level operational, compliance and business management advice to the Head and SLT
- Lead operational planning and continuous improvement initiatives across the School
- Ensure operational services support safeguarding, pupil wellbeing, educational delivery and customer experience
- Maintain effective operational systems, processes and reporting mechanisms to ensure efficiency, accountability and compliance
- Work collaboratively with central business partnering teams to ensure operational alignment with Group standards, priorities and timelines
- Support operational change management, estate developments, relocations and school projects
- Act as operational lead during critical incidents and support the School's business continuity arrangements

Estates, Facilities & Operational Services

- Lead and line manage the School's estates and site operations team
- Ensure that buildings, grounds and facilities are safe, compliant, well maintained and fit for purpose
- Oversee planned preventative maintenance programmes and lifecycle planning
- Ensure effective contractor management, including contractor induction, safeguarding compliance and permits to work processes
- Coordinate operational projects, refurbishments, room moves and holiday works programmes
- Oversee operational services including cleaning, waste, security, utilities and site logistics
- Ensure appropriate site security arrangements are maintained across the School
- Ensure adequate out-of-hours operational cover and emergency response arrangements are in place

HEAD OF SCHOOL OPERATIONS

JOB DESCRIPTION

Health & Safety, Compliance & Risk Management

- Act as the School's operational lead for Health & Safety, working closely with the Group's Director of Governance & Compliance and the Head of Health & Safety
- Oversee operational compliance with ISI, HSE, fire safety, safeguarding and statutory requirements
- Ensure statutory compliance checks, records and remedial actions are completed, maintained and monitored appropriately
- Ensure risk assessments and safe systems of work are maintained and reviewed appropriately across the School
- Support staff with the completion and review of risk assessments where required
- Coordinate fire safety management, evacuation procedures and emergency planning arrangements
- Maintain oversight of operational compliance systems and records
- Support compliance audits, inspections and operational action plans
- Ensure operational safeguarding compliance relating to visitors, contractors, third parties and premises management

Administration, Reception & Front of House

- Lead and line manage the administration and reception functions
- Ensure a professional, welcoming, efficient and safeguarding-focused front-of-house environment
- Ensure effective administrative systems and operational workflows are in place across the School
- Oversee visitor management procedures and operational safeguarding protocols
- Develop the visibility, effectiveness and consistency of administrative services across the School
- Ensure accurate record keeping and GDPR-compliant operational practices
- Support the operational delivery of admissions events, open events and other key school functions as required

HEAD OF SCHOOL OPERATIONS

JOB DESCRIPTION

Educational Visits & Operational Events

- Act as the School's designated Educational Visits Coordinator (EVC), or work closely with the designated EVC, ensuring all educational visits comply with School policy and statutory guidance
- Ensure appropriate operational planning, documentation, safeguarding and risk management arrangements are in place for educational visits and residential trips
- Support the operational delivery of productions, performances, parent events and wider School functions
- Ensure operational logistics for events are effectively coordinated and delivered

People Operations & Safeguarding Administration

- Work collaboratively with the Group's People Operations team and Business Partner to support recruitment, onboarding, workforce planning and staff wellbeing matters
- Maintain oversight of operational safeguarding compliance records, including contractor and third-party vetting arrangements
- Support the monitoring and maintenance of the Single Central Record as appropriate

Finance & Procurement

- Act as the operational lead with the School's Finance Business Partner and wider Group finance team
- Support annual budgeting, forecasting and operational financial planning processes
- Monitor operational expenditure and procurement activity, identifying opportunities for efficiencies and value for money
- Oversee operational purchasing and procurement processes in accordance with Group policies
- Support the management and monitoring of estates-related and operational budgets

Digital Services

- Work collaboratively with the School's digital lead and the Group's Digital Services team to ensure effective IT provision supporting teaching, learning and administration

HEAD OF SCHOOL OPERATIONS

PERSON SPECIFICATION

THE FOLLOWING EXPERIENCE AND SKILLS ARE ESSENTIAL/DESIRABLE:	ESSENTIAL	DESIRABLE
Educated to degree level, or equivalent experience	X	
A recognised level three or above health and safety qualification (e.g., NEBOSH)		X
Appropriate/relevant professional or managerial qualification (level 5 or above)		X
Experience of working in an educational environment		X
Experience of overseeing estates, facilities management, or a related field	X	
Experience of managing teams, including recruitment, performance management, and staff development	X	
Experience of delivering administrative services to a high standard	X	
Experience of managing contractors		X
Experience of managing budgets and procurement processes	X	
Excellent understanding of customer service requirements within a school setting	X	
Strong understanding of health and safety, environmental, and fire safety regulations	X	
Excellent written and verbal communication skills	X	
Effective leadership skills, with the ability to inspire and persuade others	X	
Confidence to navigate complex contexts and frame decisions effectively	X	
Ability to introduce new organisational methods, processes, and procedures	X	
Strong project management skill	X	
Digitally literate, with the ability to use technology for efficient management	X	
A professional work ethic	X	

HEAD OF SCHOOL OPERATIONS

PERSON SPECIFICATION

THE FOLLOWING EXPERIENCE AND SKILLS ARE ESSENTIAL/DESIRABLE:	ESSENTIAL	DESIRABLE
A commitment to equality, diversity and inclusion	X	
Willingness to work collaboratively with central business partners	X	
Willingness to respond to changing priorities while remaining resilient	X	
A strategic thinker with analytical decision-making and problem-solving skills	X	
Ability to deal sensitively with confidential information	X	
Willingness to be flexible and adaptable, including working outside standard hours	X	



Rosemead School is proud to be part of St Dunstan's Education Group, bringing together likeminded schools in the delivery of a modern, pioneering education enriched through the diversity of a south-east London heritage and setting.



St Dunstan's College, Catford



St Christopher's The Hall, Beckenham



Rosemead Prep, Dulwich



St Dunstan's Junior School, Catford