



HARROW
SCHOOL



LOCKERS PARK



Operations and Facilities Manager
Permanent role, year round to start as soon as possible

Welcome to Lockers Park

Lockers Park is a day and boarding school for boys aged 4 to 13. Nestled within 23 acres of Boxmoor woodland in Hertfordshire, with Berkhamsted, St Albans and Harpenden close by and London only a 30 minute train ride away.

Lockers Park is an academically-focused prep school with a tailored approach to education. Our grounding principle is that our boys achieve excellent results. This absolutely influences the fabric and ethos of Lockers Park.

Being a purposefully small school allows us to know each individual pupil, and so enable him to achieve his potential and build an enthusiasm for life that will support him in his senior school and beyond.

Our Vision

We aim to be the greatest boys only, non-selective independent school in England. Providing academic excellence, individual bespoke care and abundant opportunity.

Excellent Results

We know that allowing boys to be themselves; comfortable and happy within their school environment encourages them to gain confidence and flourish academically.

Enthusiasm for Life

We offer excellent sport, and rich music, art and drama opportunities, alongside an outdoor life from playing in the shrubs and roaming our green grounds at break time to daily physical activities. Building life skills, confidence and resilience, our boys benefit from a packed day with many choosing to flexi-board and stay the night to do prep and enjoy an abundant array of evening events.



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Harrow School and Lockers Park Partnership

- Both Harrow School and Lockers Park have enjoyed strong links and a close working relationship over the 150 years of Lockers Park's history. The two schools share a values-driven culture and ethos founded in high academic standards, character development and the holistic education of boys. This partnership represents a natural next step, strengthening collaboration and coordination between the schools to support pupils, parents and staff and their wider school communities.
- Both schools each maintain their separate and distinctive identities, building on a range of benefits to pupils and staff across both schools including the sharing of educational, academic and pastoral expertise, the bringing together of the best of their respective co-curriculum offers, and the development of opportunities for boys to thrive throughout their academic career and beyond.

Vacancy Operations and Facilities Manager

ABOUT THE ROLE

The Operations and Facilities Manager is responsible for the effective day-to-day management and delivery of all operational support services across the school. This includes leadership of the Catering, Estates (maintenance and grounds), and Cleaning teams to ensure a safe, efficient and well-maintained environment for pupils, staff and visitors.

Reporting to the Headmaster, the post holder will work closely with the centralised Harrow School Group (HSG) Finance, HR and IT functions which provide specialist support in budgeting, people management processes and systems infrastructure.

PAY, BENEFITS AND HOURS

Role: This is a full time year round post

Hours: 37.5 hours per week (Monday to Friday) with additional hours from time to time to meet the demands of the role. Some evening and weekend duties may be required

Salary: £45,000 pa

Contract type: Permanent

Pension: The School operates an Auto Enrolment pension scheme

Holiday: Annual holiday entitlement of 25 days, plus statutory Bank Holidays

Lunch is provided during term time.

The School also offers:

Free onsite parking

Use of the school fitness room

Key Tasks and Responsibilities

This job description contains an outline of the duties of the role, it is not exhaustive and the job holder's actual responsibilities, tasks and duties may differ from those outlined in the job description. Therefore it is expected that the Operations and Facilities Manager will perform any other key tasks which the Head may reasonably assign.

Operational Management

- Oversee the day-to-day operation of all facilities and operational support services across the school
- Ensure the smooth running of the school site, maintaining a safe, clean and functional environment
- Responsibility for operational policies covering Estates, Facilities, Health and Safety, Transport, Catering and Cleaning
- In collaboration with colleagues, coordinate and oversee the preparation for inspections across all non-educational operations and respond to issues raised in an inspection to maintain compliance with the Independent Schools Standards Regulations. This should include Estates and Health and Safety
- Oversee and coordinate risk management plans which are in place, including business continuity and contingency planning, to enable the School to respond effectively to crises or extraordinary situations
- Support the development and continuous improvement of operational services

Catering Services

- Manage the delivery of high-quality catering provision for pupils, staff and events
- Supervise catering staff and coordinate with external providers where applicable
- Support the Catering Manager to ensure compliance with food safety, hygiene and allergen legislation
- Monitor performance, service standards and customer satisfaction
- Work with Finance to manage catering budgets, costs and income

Key Tasks and Responsibilities continued....

Estates and Maintenance

- Manage the delivery of day-to-day non-educational operations, building strong professional teams and a culture of continuous improvement
- Oversee maintenance of buildings, infrastructure and grounds (planned and reactive)
Manage site staff and coordinate contractors for repairs and projects
- Ensure compliance with statutory regulations
- Maintain accurate records of maintenance, inspections and compliance checks
- Support delivery of minor capital works and facilities improvement projects

Cleaning Services

- Manage cleaning operations to ensure high standards of cleanliness and hygiene
- Supervise cleaning teams and/or contractors
- Develop and monitor cleaning schedules and quality assurance processes
- Ensure compliance with health, Safety and infection control procedures

Financial and Resource Management

- Work with the Harrow School Group Finance team to support budget setting, monitoring and reporting
- Manage day-to-day operational expenditure within agreed budgets
- Assist with procurement processes and contract management
- Identify opportunities for efficiency and value for money in liaison with the Harrow School Finance team
- Oversee the management and maintenance of the School's transport fleet, including staff training and assessment
- Monitor the School's energy consumption and develop strategies for energy conservation in consultation with the Harrow School Group team

Key Tasks and Responsibilities Continued....

Health and Safety Compliance

- Ensure compliance with all relevant legislation, policies and regulatory requirements
- Oversee the implementation of health and safety procedures
- Complete risk assessments, audits, inspections and manage onsite incident reporting

People Management

- Provide day-to-day management and leadership of the onsite Catering, Estates/Facilities and Cleaning teams
- Support recruitment, onboarding and performance management processes for these staff as necessary
- Ensure staff are appropriately trained and supported in their roles
- Where appropriate, agree KPIs to monitor team performance (Catering, Cleaning and Estates/Facilities)
- Promote a positive and collaborative team culture that ensures safeguarding adherence at all times

Stakeholder Engagement

- Work closely with teaching and support staff to meet operational needs
- Respond to queries and service requests in a timely and professional manner
- Manage relationships with contractors and suppliers
- Support School events and activities as required
- Closely collaborate with colleagues across the Harrow Schools Group, sharing expertise, benchmarking practice, accessing specialist support and contributing to group-wide projects whilst retaining responsibility for the day-to-day operational delivery at Lockers Park

Person Specification, Skills and Qualities

- Essential
 - Relevant qualification such as IOSH or NEBOSH
 - Working knowledge of facilities, estates, catering, cleaning, health and safety and operational management
 - Experience of managing teams
 - Experience of budget management
 - Experience of managing contractors and supplier relationships
- Desirable
 - Understanding of statutory compliance requirements within a school
 - Knowledge of ISI

Our History

Historical Overview

Founded in 1874, Lockers Park is one of the earliest purpose-built preparatory schools, expressly created as a foundation school preparing boys for Rugby School. Lockers Park soon established itself as one of the top preparatory schools, sending boys on to Eton, Harrow and Winchester as well as Rugby and Haileybury. This is a tradition we are proud to maintain.

Lockers Park Traditions

We uphold many traditions that were initiated back in the early years at Lockers Park. For instance, tuck and sweets are still known as 'slatter' after Mr Slatter who owned a sweet shop in Boxmoor and boys are in 'Sets' rather than Houses, with the names of famous army and navy captains of the time: Beatty, Haig, Jellicoe, Kitchener, Mountbatten and Roberts.

Perhaps the most unique and beloved (certainly by current and old boys) traditions are Halloween Havoc, The Feast, Headmaster's Tea and Dark Tower. All events where the boys, and our teachers, can enjoy being part of Lockers Park.

Academic Excellence

Pathway to Success

Lockers Park has long been known as a school that enables boys to achieve excellent results and to progress to a wide range of senior schools. The breadth and strength of our curriculum allows boys to explore their academic interests whilst developing their abilities.

Our Approach

We believe adopting a practical, hands-on approach to learning allows boys to be boys and helps increase concentration in the classroom. School days are deliberately longer than normal as this allows the pupils the time they need to recharge their batteries through well-considered breaks throughout the day. Sport for all and on a daily basis is a cornerstone of what we offer, as is a wide range of academic subjects and co-curricular activities.

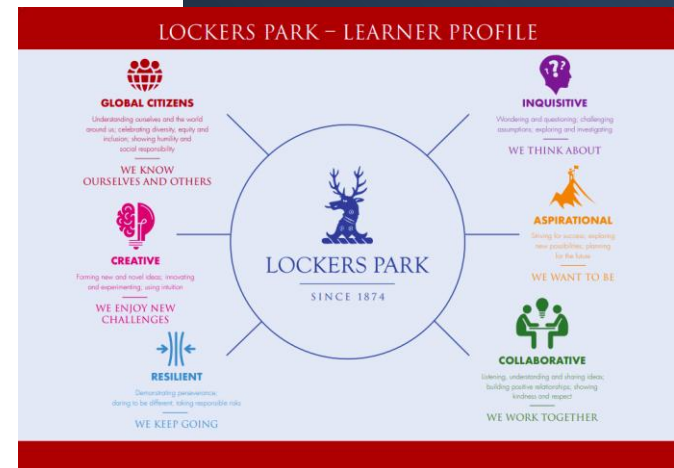
Academic Excellence

Our Classrooms

Every day is different and the whole curriculum is set to benefit boys' education with fast paced, interactive lessons. The teaching is designed to help all challenge theory and use existing knowledge to solve problems and answer questions. There is a common language used across the classrooms, as boys understand their processes to attempt problems and obtain answers. All classes are well resourced and technology supports and enhances learning across all areas of the curriculum.

Saturday Morning School

We offer an optional Saturday School academic programme for Years 3 to 8. This gives boys access to lessons that will stretch their interests and build a greater understanding of core principles in areas where they may need more support. Around 60% of our boys attend on a weekly basis.





Moving On

We pride ourselves on excellent Common Entrance results (100% pass rate) and on the wide range of senior schools, including Harrow School, that our pupils join after Year 8. Lockers Park boys achieve an impressive number of scholarships in Music, Sport, Art, Drama and Academic excellence.

Lockers Park Life

Lockers Park offers a fully-rounded education. Our practical and inclusive approach fosters a palpable energy and enthusiasm for learning and life.

Sport Every Day

Afternoon sport is an integral part of life at Lockers Park, working hand-in-hand with the school's overall kinaesthetic approach to ensure our pupils are highly engaged and achieve the best academic results. Team games include rugby, football and cricket, plus we offer individual sports such as tennis, squash, athletics, swimming and skiing. At Lockers Park we ensure every boy represents the school in a team each term.

Extra-Curricular Opportunities

We place huge emphasis on educating the whole child. We provide our boys with lots of opportunities beyond the classroom – whether it's our very own Lockers Park Beavers, Cubs and Scout Troop, LAMDA, Chess, Debating, Lego Club, Squash, Cricket, Skiing or participating in our Music Ensembles, there are numerous clubs for every boy to discover new passions.

Individual Focus

Being a school where classes are 16 or less, creates a thriving community, where each teacher and every member of staff from matrons to cooks knows each pupil and helps him to make the most of his full and active school life.



Lockers Park Life

Boarding

Our flexible boarding provision remains popular with boys and their families. It allows the boys to grow in confidence, independence and boost their self-esteem in a friendly and supportive environment. We encourage boarding in Years 5 and 6, building up to regular nights with us in Years 7 and 8 as preparation for their Senior Schools.

Our Woodland

Our introduction of Shrub School (Shrubs being the name of woodland within the site) has seen specialised teachers provide hands-on experiences in the natural environment. There are recognised benefits from this style of education and it supports our values promoting resilience and self-belief whilst keeping practical problems solving at the heart of its teaching. Boys in Reception to Year 6 have Shrub School every week.

At break times, each year group has a special area of the school grounds that they can explore and play in, with the shrubs being the focus for many adventures. By allowing the boys the freedom to explore the wonderful natural world around them as part of their breaks, we are teaching them independence as well as encouraging their natural curiosity.

Wrap Around Care

For busy parents, we offer wraparound care that is second to none. Boys can arrive from 7.30am and stay until 7.30pm, receiving three high quality meals at school and enjoying the abundant range of teacher-run afterschool activities. This fully flexible offer is included within the school fees at no extra cost.



Our Code of Conduct

We expect all Staff to uphold all of the policies of Lockers Park.

We expect all Staff to have high professional standards and so be an appropriate role model of reliability, behaviour and appearance.

Guiding Principles:

- 1) All Staff should put the wellbeing, development and progress of all pupils first
- 2) All Staff should demonstrate respect for diversity and take steps to promote equality
- 3) All Staff should work as a unified body
- 4) Teachers should take responsibility for maintaining the quality of their teaching practice
- 5) Teachers should maintain public trust and confidence in the School

A more detailed version of the School's Code of Conduct will be provided on appointment.



To apply for the Operations and Facilities Manager vacancy, please email your CV along with a covering letter to champton@lockerspark.co.uk by the closing date of Tuesday 1 September 2026.

Lockers Park is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service, online searches will be carried out on applicants prior to interview.