



# Derby Grammar School

Where you belong

<b>Job title</b>	Operations Manager
<b>Purpose</b>	<p>We are looking to appoint a talented Operations Manager to run the operations and site development aspects of Derby Grammar School.</p> <p>The Operations Manager is a hands-on role and reports to the Head teacher and our Group Operations Manager. In this wide-ranging role, you would provide overall management of the school's premises and facilities, including site and grounds maintenance, facilities development, Health &amp; Safety, IT, cleaning, catering services and vehicle management. You will ensure that the School is a well presented, safe, clean and a welcoming environment for students, our staff team and visitors.</p>
<b>Responsible to</b>	Headteacher
<b>Safeguarding</b>	Every member of staff has a responsibility to be proactive in promoting and safeguarding the welfare of all pupils in line with School policies and procedures.
<b>Full time / part time</b>	Full time
<b>Salary</b>	Up to £40,000

## About Derby Grammar School

Derby Grammar School is Derbyshire's leading independent day school for boys and girls aged 4 to 18.

Established in 1995, our Primary School, Senior School and Sixth Form are housed in a stunning setting within our own grounds in Littleover, Derby.

Three principles lie at our core: excellence, enrichment and encouragement. We provide superb teaching, incredible opportunities and a supportive, friendly atmosphere. These are the things that make us special. They are the reasons our pupils come into school each day with a smile, eager to learn and expand their minds.

You don't need to be an expert in running the operations of a school, but you may have transferable experience of running a large estate, hotel or other operations where safety, customer service and efficiency are key.

A full job description is available upon request.

All staff at Derby Grammar School actively participate in and make a significant contribution to the wider school life throughout the year. This is a fantastic opportunity for the right candidate; you will be joining a superb school with a passionate staff and hardworking pupils. You will be welcomed by all and become part of the DGS family.

Our team at Derby Grammar School also benefit from being part of the Inspired Learning Group of schools and Nurseries.

Benefits at Derby Grammar School include;

- Competitive Salary, with annual reviews
- Childcare fee discount
- Meals on duty
- Pension scheme
- Health plan that provides significant coverage such as optical, dental, dental accident, chiropody, therapy treatments and health club concession. Access to Doctor line from anywhere in the world, scanning such as MRI, CT and PET scan
- Employee Assistance Programme.
- Westfield rewards (discounts from various high street and online outlets).

We would like to hear from you if you feel you have the skills and attributes to fulfil this exciting role at Derby Grammar School. All applicants will be considered and contacted.

We welcome visits from prospective applicants to the school which can be requested by contacting Maria Brown via email, [hoperations@derbygrammar.org](mailto:hoperations@derbygrammar.org) or telephone 01332 523027.

Please apply by sending a covering letter and application form by 4pm Monday 22 April 2024.

Interviews will be held week commencing Monday 22 April 2024.

We reserve the right to close this vacancy earlier than the date advertised.

Derby Grammar School is totally committed to safeguarding and promoting the welfare of children & young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, as all new staff will be subject to enhanced DBS clearance, identity checks, qualification checks and employment checks to include an exploration of any gaps within employment, two satisfactory references and registration with the Disclosure and Barring Service (DBS).