



The Winchcombe School

Improving as One
Maple Crescent, Newbury, RG14 1LN
Head Teacher: Mr M Percy

Operations Manager

Are you a proactive problem-solver who thrives on keeping things running smoothly?

We are seeking a highly organised and motivated Operations Manager to join our school. This is a pivotal role designed for someone who enjoys variety and enjoys a challenge. Working closely with the Finance Manager and the Senior Leadership Team, you will be the "engine room" of our school's daily operations.

The Role

As our Operations Manager, you will take the lead on ensuring our school site is safe, our technology is reliable, and our services are cost-effective.

Key Responsibilities:

- Contract & Procurement Management
- Site Leadership
- Health & Safety
- Project Management
- ICT

We're looking for someone who has:

- Experience in procurement, facilities management, or operational administration.
- An understanding of Health & Safety legislation
- The ability to lead and inspire.
- Exceptional communication skills, with the confidence to report to School Governors and Local Authorities.
- A proactive "can-do" attitude and a commitment to the safeguarding of our pupils.
- A great sense of humour!

Why Join Us?

The Winchcombe School is a super friendly, vibrant community where every staff member plays a vital part in our children's success. We offer:

- A supportive and collaborative working environment.
- Professional development and training opportunities.
- The chance to make a tangible difference to the physical and digital environment our children learn in every day.

Not a "Perfect Match" on Paper? No Problem!

We believe that great talent comes in many forms. **So, you don't meet all the criteria? No problem. Just tell us what you do meet!** If you have experience in some areas but not others—perhaps you're a wizard at facilities but new to school-specific H&S, or you're a great team leader from a different sector—we want to hear from you.

When applying, please:

1. Give us some **examples** of the skills you *do* bring to the table.
2. Tell us how you **envisage yourself growing into the role** and which areas you are excited to develop.

We're not expecting you to tick every single box. If you think you've got what it takes to help our school succeed, let us know. We'd be pleased to hear from you

Hours & Salary:

- Approx 30 hours per week, term-time only, plus 1 x inset day (over 5 days). Start date ASAP
- Salary Grade G FTE £30024-£36363 (pay award pending and to be prorated according to hours & length of service)

How to Apply:

Visits to the school are encouraged. Please call 01635 232780 to arrange a visit.

An Application Pack is available on our website www.winchcombe.w-berks.sch.uk

Please email your completed application form to Clair Lloyd-Butler at recruitment@winchcombe.w-berks.sch.uk by Friday 15th May 2026, 10am. However, we reserve the right to close this vacancy early if we receive sufficient applications for the role.

Therefore, if you are interested, please submit your application as soon as possible.

Interview date Tuesday 19th May 2026

We are committed to securing genuine equality of opportunity in all aspects of our activities as an employer and education provider. The school is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be required to have evidence of, or