



ST GABRIEL'S

NEWBURY



CANDIDATE INFORMATION PACK

OPERATIONS MANAGER



A welcome from the Principal

Thank you for the interest you have shown in joining St Gabriel's. I am delighted that you are considering becoming part of our community.

At St Gabriel's, we believe that every member of staff plays a pivotal role in shaping the educational journey of our pupils. Whether in the classroom, behind the scenes, or in pastoral care, your contribution helps us deliver an exceptional learning experience and create a lifelong love of learning.

St Gabriel's is a welcoming and supportive school where staff work together with a shared purpose: to help every pupil flourish. Whatever your role, you'll be part of a dedicated team that contributes to the life and success of our school.

RICKI SMITH



About St Gabriel's

Founded in 1929, St Gabriel's is a vibrant and thriving co-educational independent day school for children aged 6 months to 18 years. With a strong sense of community, our pupils, teaching staff, operational teams and nursery staff together create a warm and purposeful environment where every individual is known and valued.

Our Mission

To provide an education that is both balanced in its approach and inspirational in its content, within a community built on mutual respect and collaboration. We aim to create an environment where pupils are confident, engaged and happy.

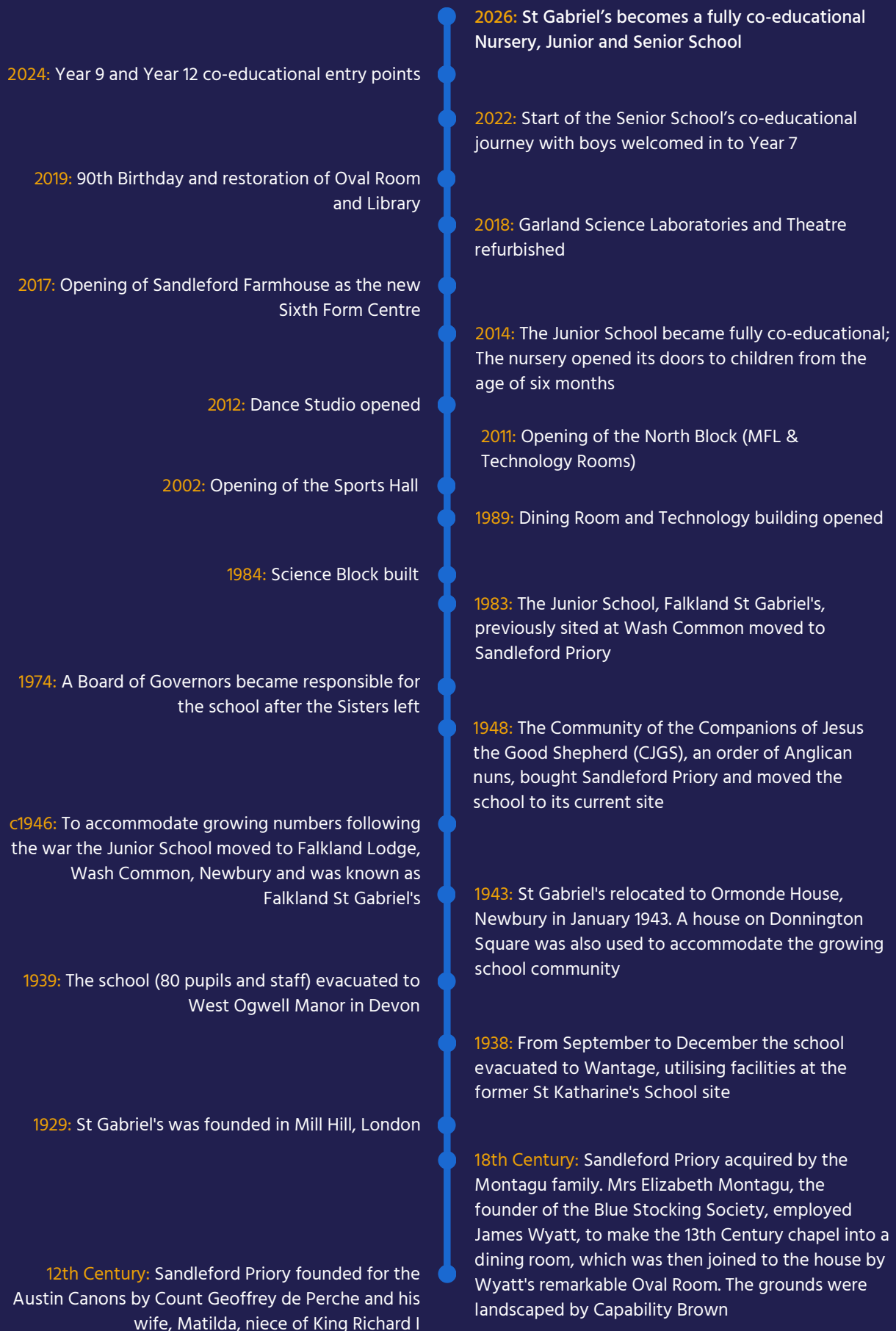
We are proud to be a school where the strength of personal relationships is at the heart of everything we do. Our size enables us to focus on each individual — a school where every pupil is noticed for all the right reasons, and where a genuine sense of community flourishes. From this foundation, we work in partnership with families to help every child achieve the success they deserve.

St Gabriel's: a school founded on community, inspiration, understanding and balance.

Located on the edge of Newbury, the school sits within historic parkland landscaped by Capability Brown. At its heart stands an 18th Century, Grade I listed building, complemented by extensive modern development in recent years.

Providing an exceptional educational experience for families in and around Newbury has always been our focus. Over the past decade, we have successfully established St Gabriel's Nursery and extended our co-educational provision throughout the whole school, from Juniors to Sixth Form, ensuring that every stage of a child's journey benefits from the same ethos and excellence.

Our History



Position: Operations Manager

Start Date: November 2026

Salary: £50,000 - £55,000

Contract Type: Permanent, Full time

Benefits: In addition to a competitive salary, staff receive a range of benefits

Working Pattern: Monday to Friday all year

Reporting to: Bursar

Hours: 08:30 to 17:00

Location: St Gabriel's School, Newbury, RG20 9BD

THE ROLE

Reporting to the Bursar, the Operations Manager is responsible for the effective management and delivery of the School's operational services, ensuring that the estate, facilities and support services provide a safe, compliant and welcoming environment for pupils, staff and visitors.

The Operations Manager will oversee facilities management, maintenance, health and safety, security, cleaning and events, ensuring services are delivered efficiently and to a high standard. They will manage operational budgets, contracts and projects, providing practical and professional advice to the Bursar on operational matters and contributing to the School's continued improvement and development.

As a key member of the School's support staff, the Operations Manager will promote a culture of excellence, customer service, compliance and continuous improvement across all operational functions.

Main Duties & Responsibilities

Facilities Management

- Manage the day-to-day delivery of all facilities services across the School.
- Procure and oversee service contracts, ensuring value for money and delivery against agreed service standards.
- Monitor contractor performance and maintain productive supplier relationships.
- Work with the Bursar to identify opportunities to improve sustainability, energy efficiency and environmental performance.
- Manage utility contracts and consumption, identifying opportunities for cost savings.
- Oversee cleaning services, working closely with the Cleaning Supervisor to maintain high standards.
- Manage and review the School's Accessibility Plan and associated actions.
- Oversee caretaking and portage services, ensuring operational support is provided for both School and hirer use.
- Manage school deliveries and distribution systems.
- Oversee security arrangements and access control systems.
- Act as the primary point of contact for facilities-related enquiries.

Works and Maintenance

- Work closely with the Site Manager to develop and implement planned preventative maintenance programmes.
- Monitor maintenance projects and ensure works are completed to the required standards and timescales.
- Coordinate reactive maintenance issues and prioritise remedial works (via management of the site helpdesk system).

- Assist with the planning and delivery of refurbishment and improvement projects.
- Support the Bursar in the management of capital projects and estate development initiatives.
- Maintain oversight of the School's asset register alongside the Finance Team.

Health & Safety

- Support and advise the Bursar on all matters relating to health and safety.
- Promote a positive health and safety culture throughout the School.
- Monitor compliance with health and safety legislation and School policies.
- Coordinate Health & Safety Committee meetings and actions and compile the termly H&S newsletter.
- Allocate First Aiders and Fire Wardens for site, ensuring all undertake appropriate training.
- Develop, review and monitor risk assessments where appropriate.
- Undertake and record regular site walks to ensure safety and compliance of site.
- Arrange and monitor statutory inspections and compliance checks, including fire safety, asbestos, COSHH, Legionella and other relevant areas.
- Investigate accidents and incidents, ensuring appropriate reporting and follow-up actions, including compliance with RIDDOR requirements.
- Ensure contractors operate in accordance with School procedures and safe systems of work.
- Monitor health and safety performance and identify areas for improvement.

Events and Lettings

- Coordinate the operational delivery of School events utilising the online school calendar management system.
- Ensure facilities, equipment, catering, health and safety and staffing arrangements are in place for successful events.
- Support the delivery of major School events and open days.
- Manage the external hire lettings for the school, aiming to maximise facility utilisation and rental income.
- Prepare hire agreements, liaise with external users and prepare billing information for finance.

Financial and Administrative Management

- Assist the Bursar in preparing operational budgets.
- Monitor expenditure and ensure budgets are managed effectively.
- Support procurement activities and obtain quotations and tenders where appropriate.
- Maintain accurate records relating to contracts, compliance, maintenance and operational activities.
- Produce reports and management information as required.

Leadership and Team Management

- Line manage the facilities, maintenance, caretaking, and cleaning teams.
- Provide effective leadership, support and development opportunities for staff.
- Conduct regular performance reviews and annual appraisals.
- Foster a collaborative and customer-focused approach across all operational services.
- Ensure appropriate staffing arrangements and operational cover are maintained.

General Responsibilities

- Attend meetings as required.
- Provide reports and updates to the Bursar and Senior Leadership Team when requested.
- Participate fully in the life of the School and support School events as required.
- Undertake any other duties commensurate with the nature and seniority of the role.

Requirement Details

Essential Qualification: NVQ Level 4, degree, appropriate H&S qualification or extensive practical experience of leadership and management of multi-disciplinary teams

Experience: Planning and implementation of complex projects and maintenance work, procurement, management of facilities and supplier contracts, management of Health and Safety

Skills: Strong leadership, teamwork, flexibility, methodical record keeping, ability to think both strategically and tactically. Attention to detail. Excellent numeracy, literacy, presentation and MS office skills

Knowledge: budgetary, personnel and administrative systems, associated policies and codes of practice

Employee Benefits



LOCATION

Well connected, within easy reach of A34, M4 & A339



CLUB DISCOUNTS

Ultimate Activity Holiday Club discounts for children



EMPLOYEE ASSISTANCE

Access to confidential advice & support



COMMUNITY & SOCIAL

Regular social events for staff



CONCESSION DAYS

Concession days throughout the year, including Christmas Closure



PERKBOX

Access to Perkbox Discount scheme



FEE REMISSION

Generous Discounted Fees



CPD

Opportunities for Professional Development



PENSION

Enrolment in outstanding pension scheme and options to upgrade



HEALTH & WELLBEING

Range of health benefits incl. 24/7 online GP and Nurse Practitioner Support



FLU VACCINATIONS

Annual on-site free vaccinations



TEAM

Working as part of a highly regarded & committed team



FREE EYE TESTS

Annual free eye-test & contribution towards glasses for regular VDU users



WORKING ENVIRONMENT

33 acres of 'Capability' Brown parkland, including lake and easy access to Greenham Common



FREE MEALS

Daily nutritious & delicious meals when kitchens are open (50 weeks a year)



PARKING

Plenty of free onsite parking

“The benefits at St Gabriel’s go far beyond the great pension scheme and staff discounts. There’s a real focus on wellbeing and work-life balance, and the setting is genuinely beautiful — it’s a lovely place to come to work each day. Staff turnover is low for a reason — people genuinely enjoy being part of this community.”





How to apply

Please complete the School's Application Form and send this to HR@stgabriels.co.uk.

Closing Date: 21 August 2026, with interviews taking place week commencing 24 August 2026.

Applications will be reviewed as they are received and interviews may be arranged before the closing date, so early application is encouraged.

St Gabriel's School values diversity, promotes equality, and is committed to safeguarding the welfare of children. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

For further details please contact HR on 01635 555680 or via email HR@stgabriels.co.uk.

ST GABRIEL'S

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