



BROUGHTON HALL CATHOLIC HIGH SCHOOL
Yew Tree Lane
Liverpool, L12 9HJ
Telephone 0151 541 9440 / Fax 0151 259 8448
Email: smithg@broughtonhall.com
Head Teacher: Mrs S O'Rourke, B.A. (Hons), PGCE

SCHOOL OPERATIONS MANAGER

SALARY:	NJC Scale Point Range 38 – 41 £47,754 to £50,788 (depending on experience)
CONTRACT TYPE:	Permanent/Full Time
CLOSING DATE:	Friday, 2 nd May 2025
INTERVIEWS TO BE HELD:	13 th May 2025
START DATE:	As soon as possible

Broughton Hall Catholic High School is seeking a proactive, highly organised School Operations Manager to join our dedicated team. This is a key leadership role within the school's support staff, responsible for ensuring the effective delivery of operational, administrative, and compliance functions – allowing our teaching team to focus on what matters most: delivering outstanding education.

Working closely with the Headteacher, Site and Finance Manager, you'll oversee core areas including HR, administration, IT, statutory compliance, marketing and promotion, and project coordination. You'll also play a strategic role in identifying funding opportunities and supporting wider school development.

Key Responsibilities:

- **Human Resources Management:** Oversee the full employee lifecycle including recruitment, onboarding, staff induction, contracts, absence management, and performance records. Maintain a fully compliant Single Central Record (SCR) and ensure all DBS requirements are met.
- **Statutory Compliance & GDPR:** Lead on data protection and ensure full compliance with GDPR, safeguarding, health & safety, and all legal obligations.
- **Administration:** Manage and develop the school's administrative team to provide efficient, professional support across all departments.
- **Project Coordination:** Lead on tenders, funding bids, and school improvement projects. Liaise with contractors and key stakeholders to ensure timely delivery.
- **Marketing & Promotion:** Develop and implement the school's marketing and communication strategy. Oversee social media, newsletters, website content, and event promotion to raise the school's profile.
- **Collaboration:** Work in close partnership with the Site and Finance Manager and senior leaders to support operational planning and budget management.
- **Income Generation:** Research and pursue additional sources of income, including grants, partnerships, and community initiatives.

What We Are Looking For:

We are looking for a solutions-focused, professional leader with:

- Strong experience in HR, administration, or operations management
- A sound understanding of GDPR, safeguarding, and school statutory requirements
- Proven experience in project management, funding bids or tender processes
- Excellent communication and organisational skills

- Confidence in working across teams and managing multiple priorities
- A background in marketing or school communications (desirable but not essential)
- Ideally, experience in an educational setting, though not essential

Why Join Us?

At Broughton Hall, you'll be part of a vibrant, inclusive community that values excellence, compassion, and service. We are proud of our rich heritage, our commitment to Catholic values, and our ongoing drive to improve and innovate.

We offer:

- A supportive leadership team and collaborative working environment
- Opportunities for professional development
- A chance to make a real impact on school life and student outcomes
- An enhanced Occupational Health & Well-Being App (Smart Clinic) with access to a wide variety of services e.g.
 - Virtual GP
 - 24 hour employee assistance line
 - Physiotherapy
 - Mental Health Services
 - Self-support and guidance tools

How to Apply: Please complete the school's Application Pack and email to recruitment@broughtonhall.com

Visits to the school are warmly welcomed – please contact Mrs G Smith at smithg@broughtonhall.com to arrange a tour and conversation with our Headteacher.

Our Trustees are the Sisters of Mercy.

Broughton Hall Catholic High School is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references and Enhanced DBS and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview.

'By engaging in this recruitment process, shortlisted candidates consent to an online search in line with the Keeping Children Safe in Education Statutory Guidance 2024'