



Crazies Hill CE Primary School
"Be the best you can be"

Operations Manager
Required from October 2025

We are looking for an experienced Operations Manager from within the Keys Academy Trust to be our new Operations Manager.

Initially for a fixed period (2025-26 academic year), this is a part-time role for **6 hours per week**, with a flexible working pattern to be agreed. Salary will be dependent on the applicant's experience and relevant pay scale.

Working closely with the Head of School, you will be providing operational support with premises management, compliance and all other aspects of school operations. The role is part of a team within the business management of the school; a team that includes a remote finance and HR assistant.

Key Responsibilities:

- Oversee and support the smooth day-to-day operations of the school.
- Provide administrative and organisational support to the Head of School, Executive Headteacher and staff team.
- Assist with premises management and compliance
- Ensure compliance with policies, procedures and health & safety requirements.
- Liaise with external contractors and service providers as needed.
- Coordinate areas of responsibility with our finance and HR staff

We are looking for someone who:

- Is well organised and able to prioritise effectively.
- Communicates clearly and works well as part of a small team.
- Has good attention to detail and problem-solving skills.
- Brings experience in administration, finance, or school operations

- This is an excellent opportunity for someone who enjoys variety and responsibility and who is keen to play a key role in supporting the effective running of our wonderful school.

As a school within The Keys Academy Trust, the successful applicant will have access to a broad range of high quality professional development, broader knowledge from working alongside Trust colleagues, as well as benefit from career opportunities within The Trust. The role will benefit from working with an experienced Executive Headteacher, Head of School and alongside HR and Finance colleagues.

Please visit our website, www.crazieshill.co.uk, for further information about our school.

Email office@crazieshill.wokingham.sch.uk or phone Jo Shell- Head of School 0118 940 2612 to make an appointment to visit the school.

Visits to the school are strongly recommended.

Application requires a letter outlining your expertise in regard to the role and the intended hours/days you would be available to complete the role on site.

Closing Date: 2nd October 2025

*** Appointment may be undertaken ahead of the closing date subject to an applicant meeting the role requirements.**

For an informal discussion about the role, please contact **Luke Henderson (Executive Headteacher)** l.henderson@keysacademytrust.org