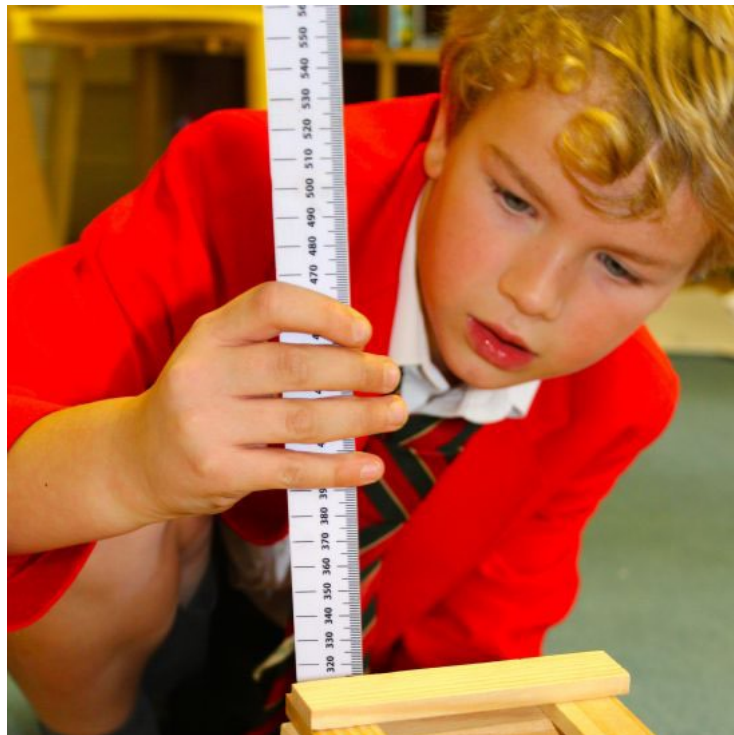




HOWE GREEN HOUSE

B I S H O P ' S S T O R T F O R D

OPERATIONS OFFICER



Part Time

Start date: October 2026

Closing Date: 21st September 2026

We will be reviewing applications and holding interviews on a rolling basis as they are received, so early applications are encouraged.

Howe Green House is committed to the protection and safety of its pupils and follows safer recruitment practice. If called for interview, applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. You will need to bring your driving licence, passport or other photographic ID and original examination documents or certificates for verification. Online searches will be carried out on shortlisted candidates before interview. The interview will also assess your suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.

Howe Green House School is fully committed to the principles of equality, diversity and inclusivity in its recruitment of teaching and support staff.

Howe Green House School



Howe Green House School is a unique environment where children are encouraged, supported and challenged to find their love of learning and stimulate their curiosity of the world.

Our small class sizes and outstanding wellbeing and pastoral care ensures children are not only known individually, but are truly understood and celebrated. The Howe Green House family is a remarkable and dedicated one, and the positivity, kindness and support between each member truly extends outside the school gates.

The children at Howe Green House are immersed in an incredible range of opportunities and are encouraged to try everything on a journey of self-discovery to find their passions – developing resilience and confidence along the way.

Our educational experience starts in Little Oaks Nursery, where the children explore their world and build their knowledge and understanding. These learning connections are then strengthened through the pre-prep and prep school where the wide curriculum allows them to develop their learning skills to be collaborators, problem solvers and decision makers. The children are able to move on to their senior schools of choice with great success and confidence.



JOB DESCRIPTION

Job Details: Operations Officer (Part-Time)

Salary: FTE £28,060 to £34,632

Hours: 18 hours per week (working pattern and hours to be agreed)

Contract type: Part-time

Reporting to: Co-Headteachers

Location: In person, Howe Green House School, Great Hallingbury, CM22 7UF

About the Role

Howe Green House School is seeking an organised and proactive Operations Officer to oversee the day-to-day operational management of the school site.

You'll work with staff, contractors and service providers to make sure routine maintenance, inspections and day-to-day facilities tasks are organised and completed. You'll also help keep the school's records and procedures up to date.

This is a varied role for someone who enjoys keeping things organised, getting things sorted and is comfortable dealing with different people. The successful candidate will be well-organised, reliable and comfortable managing a range of day-to-day tasks.

Key Responsibilities:

Health & Safety and Compliance

- Keep the school's health & safety arrangements on track
- Make sure inspections, servicing and testing (fire, electrical, water hygiene etc) happen on time
- Keep school compliance records and maintenance records up to date
- Help create and review site risk assessments
- Act as Fire Marshal – coordinate fire safety and run termly fire drills
- Stay current on ISI inspection requirements

Site and Facilities Management

- Look after the school's buildings, grounds and services

- Coordinate planned and reactive maintenance, ensuring issues are resolved promptly and effectively.
- Be the point of contact when staff report a premises issue
- Oversee utilities, heating, lighting and ventilation across the premises
- Liaise with local authorities and other external bodies as needed.

Contractor and Service Management

- Keep the approved contractor / supplier register up to date, including insurance and compliance paperwork
- Coordinate contractors and monitor works carried out on site.
- Get quotes for maintenance and improvement work, and recommend options to the Co-Headteachers and Finance Officer.
- Manage day-day relationships with cleaning, catering and grounds contractors
- Set priorities and allocate tasks for the Caretaking team.

Administration

- Manage school lettings (external hirers and holiday clubs).
- Handle occasional insurance claims admin relating to the site (alongside our Finance Officer)
- Keep accurate records to support audits and inspections.

PERSON SPECIFICATION

What we're looking for:

- Highly organised with an eye for detail
- Comfortable juggling priorities and working independently
- A confident communicator who builds good relationships with staff, contractors and agencies.
- Comfortable using IT systems for records and workflows (i.e. Microsoft, such as Excel, Word and Forms)
- Some background in operations, facilities estates or compliance of some sort. Education experience is a plus, not a must.
- A working knowledge of health & safety legislation
- Practical, proactive and good at seeing things through.

Notes:

This job description may be amended at any time in consultation with the postholder.

If you don't have all of the experience listed above but are interested in applying, contact Emily Brown on emily.b@howegreenhouse.org

Last review date: September 2026

