



St Mary's Wavendon C of E Primary School

Walton Road, Milton Keynes, MK17 8LH

centralhrteam@iftl.co.uk

Senior School Operations Manager
Grade H1 £41,511 (Full Time Equivalent)
Permanent
Start date: 01/09/2025

About our School:

We offer:

As part of the Inspiring Futures through Learning, successful candidates will have full access to enhanced family leave, generous Pension (LGPS) employer contribution, and access to a staff benefits package, including a bespoke CPD, wellbeing support (Health Assured) discount on gym membership, cinema tickets, cycle to work scheme and much more.

Our children and young people come from a wide range of backgrounds, and so do our colleagues. We aim to reflect and celebrate diversity in our workplace in order to create an inclusive culture that adds real value to our vision of inspiring the futures of us all through learning together.

Inspiring Futures through Learning is committed to safeguarding and promoting the welfare of children. All employees are expected to share this commitment, to follow IFtL's safeguarding policies and procedures, and to behave appropriately towards children at all times, both in work and in their personal lives.

All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check

#WelcomeToIFtL #BelongingInIFtL #IFtLFamily

About the Role:

St. Mary's Wavendon C of E Primary School is part of Inspiring Futures through Learning, Multi-Academy Trust who inspire all our futures through learning together. At IFtL we are never alone. We know we are stronger together - one united family striving for excellence for all, in everything

we do.

We are seeking a dynamic and strategic School Operations Leader to join our Senior Leadership Team. This pivotal role oversees a wide-ranging portfolio including finance, HR, estates, IT, data systems, catering, and complaints. You'll ensure operational excellence, compliance, and continuous improvement across the school.

Key Responsibilities:

Lead operational strategy and service delivery across multiple functions.

Collaborate with central HR on recruitment, onboarding, and staff records.

Drive marketing initiatives and community engagement.

Support governance, policy alignment, and data protection compliance.

Manage school finances, data systems, and complaints resolution.

Lead and develop administrative, site, and catering teams.

We're looking for a proactive leader with strong organisational skills, a collaborative mindset, and a passion for supporting educational excellence.

For full Job description and application form see link below:

<https://mynewterm.com/jobs/151368/EDV-2025-SMWCP-19937>

Closing date for applications: 08/08/2025

Alternatively, you can apply here: <https://mynewterm.com/jobs/151368/EDV-2025-SMWCP-19937>