



theHammond

Learn • **Perform** • **Aspire**

Operations Manager



Thank you for your interest in this key role as The Hammond continues to build upon its powerful and prestigious history.

This is an exciting time to join The Hammond as it further develops the plethora of courses offered to students from GCSE and A Level study, expert dance, and musical theatre training as part of the Trinity Diploma, specialised Theatre Arts training, to the rigour of our Musical Theatre Performance degree in collaboration with the University of Chester.

Alongside our small class sizes, excellent results, and the outstanding range of opportunities on offer, we feel that our greatest strength lies in our friendly, supportive, and nurturing ethos, encouraged by excellent staff and student relations and a highly supportive parent body.

The Hammond is the North West's leading provider of performing arts education and the UK's oldest vocational dance school. Hammond students are encouraged and trained to be curious, independent, resilient young people who develop leadership skills, potential and talent to compete at the highest level. The Hammond offers a full and exciting curriculum alongside outstanding vocational training for students aged 11 – 19; beyond this The Hammond offers a Bachelor of Arts degree course in Musical Theatre Performance to prepare students for the musical theatre industry at a professional level.

The Hammond is a boarding and day school that prides itself on strong pastoral care; nurturing, guiding, and inspiring every student to be the best possible version of themselves. Here at The Hammond, we are passionate about providing the best possible vocational training in dance, drama, acting and music, alongside an enriching academic curriculum.

We offer a stimulating and challenging creative environment in which we actively encourage young people to adopt lifelong learning skills that will enable them to flourish and thrive in their chosen discipline. We recognise and value achievement; Hammond alumni can be seen performing and teaching in the West End, Broadway, motion pictures, national tours, and teaching across the globe. Housed in the historic Hoole Bank House and surrounded by beautifully landscaped grounds, our campus comprises several performing arts centres with a 420-seat industry-standard theatre and 19 state-of-the-art dance and music studios, including a professional recording suite.

Situated on the outskirts of Chester, The Hammond is located within an hour of Manchester and Liverpool international airports and is two hours from London by train. At The Hammond, young people are fully supported to explore and reach their potential, whilst recognising the importance of cooperation, acceptance, and friendship.

I hope the information provided gives you a sense of what to expect at The Hammond and encourages you to want to be part of our vibrant community.

Jennifer Roscoe MA (Oxon) NPQH
Principal

Job Title: Operations Manager
Salary: £42,000 – £45,000
Responsible to: The Principal

Key purpose:

- To lead on contract management, and to work alongside the Facilities Manager to maintain and improve the site, Waste Management and recycling, Catering, Health and Safety, and Project Management.
- To report to the Head of Finance and Principal to assist with strategic planning aspects and ensuring that the school makes the best possible use of resources available, which includes income generation.
- To be responsible for the coordination of Health and Safety and Risk Management in the school and management of any third-party service contracts in line with current legislation and HSE requirements.
- To play a key operational and strategic role in the management of service delivery.
- To work collaboratively with the Senior Leadership Team and the Board of Directors in School Improvement Planning and delivery.
- Take a lead role on managing community relationships and liaison.

Key tasks

Facility & Property Management

- Lead on the monitoring, planning, development and management of school assets, ICT infrastructure, catering, transport, including drawing up and monitoring of development plans.
- To work with the facilities team to ensure the entire estate is fit for purpose.
- Lead on capital planning and delivery. To draw up outline specifications for new buildings, in conjunction with Building Management Consultants obtaining tenders, obtaining planning permission, and liaison with building contractors and the school facilities advisor
- To work alongside the Facilities Manager to ensure maintenance of the school site and the buildings, in the preparation of maintenance schedules and the efficient operation of all facilities on the property. And to be proactive as regards utilities contracts.

- To oversee cleaning in liaison with the external agencies and ensure that the school is maintained in a safe, clean, and attractive manner through line contractual and line management of services.
- To be responsible for the security of the school site including systems for improvements around safeguarding.
- To work with the Facilities Manager and Head of Boarding to ensure financial planning is in place.
- To be responsible for overseeing the management of the purchase, repair and maintain all furniture and fittings.
- To be responsible for all aspects of fire safety and the associated risks to the school through the process of risk assessment.
- To acquire and dispose of land and buildings as authorised by the Principal and Board of Directors.
- To know about risk assessment tools and how to use them to establish hazards within the school and the associated risk involved.
- To ensure the maintenance of the incident management guidelines and disaster recovery plan and operate the elements linked to the resource management responsibility.
- Awareness of contractual requirements and performance measures and regular liaison with external service providers to ensure contractual requirements are met.
- Work alongside designated members of the Senior Management Team to ensure the efficient administration of the school risk assessment process.

Health & Safety

- To act as the school's Health and Safety Co-ordinator and Fire Officer, and lead on health and safety within the school, providing advice and support, maintaining records, arranging training and being the main point of contact for audits. Ideally to be NEBOSH qualified or willing to work towards the qualification.
- To ensure the school is compliant with all regulatory procedures.
- In co-operation with the fire service or accredited agencies to be responsible for the installation and maintenance of equipment for protection against and escape from fire. To keep records of and to initiate regular fire practices and alarm tests. To ensure emergency procedures are current and timely.
- To conduct regular reviews of the site in order to identify the main health and safety issue specific to the school and how they relate to students, staff, visitors and contractors.
- To be the main point of contact for external bodies including enforcing authorities and the insurers.

- Accurate records for all service and maintenance requirements including internal departmental audits.
- To ensure all aspects of the school are insured and to be proactive in communicating risks to team members.

Catering

- To ensure that the Catering Manager delivers a first-class catering service for pupils, staff, and events.
- To ensure compliance with all relevant legislation, including COSHH

Transport

- To ensure school vehicles have valid insurance, MOT, tax and full-service checks when required, including in house checks are completed on at least a monthly basis.
- To be the point of contact for the bus company for all enquiries and issues

Events and Commercial Activities

- To be responsible as the Lettings Officer, and working with the Events Co-ordinator, with regard to lettings of the school premises to outside organisations and school staff, and for the development of all school facilities for out-of-school use, with particular reference to the local community.
- To maximise income for lettings of the facilities.
- To liaise with the appropriate staff to ensure that events run smoothly and safely, including support with lighting and sound requirements.

General

- To ensure that agreed policies assigned to the Operations Manager are reviewed and updated regularly and presented to Directors for approval.
- To attend all meetings both internal and with outside contractors as required.
- To ensure school security arrangements, including critical incident and emergency planning, are in place and appropriate.
- To assist with classroom support and co-ordinate break and lunch duties.

This job description is not necessarily comprehensive, and the position holder will be required to carry out such other duties as may be reasonably required within the general scope and level of the post.



Whole School

- To support the senior leadership team in implementing the ethos and wider philosophy of the school.
- To ensure health and safety procedures and safeguards are always observed.
- To attend meetings, INSET, Open Days, and other events.
- To promote goodwill and foster good relationships with parents and other members of staff to ensure the smooth running of day-to-day activities.
- To be punctual, presentable, and positive.

The Hammond is committed to safeguarding and promoting the welfare of children. As such, the successful applicant will be required to undertake a criminal record check via the Disclosure and Barring Service (DBS). All applicants will be subject to an online search (in accordance with KCSiE 2023). The Hammond is an equal opportunities employer.