

Candidate Information Pack

Job Title

Operations Lead

Location

Ingfield Manor School

Dear Candidate

I am delighted that you have requested further information on our current vacancy. We are looking for an Operations Lead to join us and become part of our successful team, giving the very best support to our community every day, because Ingfield Manor School believes in 'fulfilling potential' of every learner. This is a fantastic opportunity to work in an engaging and rewarding environment, supporting the learning of our young people with motor neurological difficulties.

We are committed to providing an excellent education for all learners so that we can equip them with the skills and strategies to live as independent a life as possible in the future. Ofsted inspected us in October 2023 and recognised that the school continues to offer a GOOD quality of education and safeguarding is effective. The inspection noted staff care deeply for pupils and understand their needs very well. In addition, staff dedication, warm and trusting relationships between adults and students, teachers who listen and make learning fun, an innovative curriculum, a tailored approach to the needs of students, positive engagement and students who go home happy.

In this role you will gain a wealth of experience, and we can offer a solid training package to help you flourish in your role. Most of all we offer a welcoming team environment where everyone's contribution to the community is noticed and acknowledged.

Are you ready to take your place in the Ingfield Manor team? I am really looking forward to receiving your completed application.

Yours sincerely

James Winchester
Principal





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& EDUCATION** 
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Ingfield Manor School is a non-maintained special school and part of Salutem Care and Education who have services across England and Wales supporting adults and children in residential and educational Environments.

Based in its own idyllic grounds, Ingfield Manor School offers extensive specialist facilities with the aim to provide an exceptional learning environment, helping children and young people fulfil their potential. Facilities include woodland and outdoor classroom space, high specification sensory room and swimming pool.

At Ingfield Manor School, we believe everyone should have the opportunity to live a healthy, active, and fulfilling life, regardless of their background or disability. The aim of our services is to provide a safe and stimulating environment that enables children and young people to flourish and grow.

Our IMS provision caters for students aged 3–19 years with neurological motor impairment such as Cerebral Palsy and associated medical and sensory needs. Following the Conductive Education approach, Ingfield Manor School focuses on the holistic development of everyone, including their physical and communication skills.

Our Woodview provision is for secondary aged students with special educational needs including speech, language, and communication needs (SLCN) and autistic spectrum conditions (ASC).

We also have Beaumont Sussex on our campus, a Post-19 college for special educational needs and students with physical disabilities which is part of Beaumont College which offers pathways for students as they Prepare for Adulthood.

We are immensely proud of our school and our community. We are committed to providing the very best for young people while they are with us, helping them to develop the knowledge, skills, confidence and aspiration to succeed throughout their lives. We know that our staff team make the school what it is today and are the key to a successful future. Staff are well supported by the leadership team and are offered opportunities to progress. We know that each and every one of our staff have a pivotal role to play and we believe in supporting everyone to fulfil their potential. Ingfield Manor School is a rewarding place to work, and staff report high levels of job satisfaction.

Through working for Salutem we offer a comprehensive range of employee benefits designed to support you in various aspects of your life through our benefits platform Salutem Extras.

Some of these benefits include free online GP access for you and your family, ensuring that healthcare is readily accessible when you need it most. Additionally, our free employee assistance programme extends its support to both you and your partner, providing essential services such as counselling, financial advice, and legal guidance.

Ingfield Manor School has convenient road links and is a 15-minute drive from Horsham. There is a bus stop 10-minute walk from the school, a large car park for those travelling by car.

New employees joining Ingfield Manor School are guaranteed a warm welcome from the community. Our motto is that 'Fulfilling Potential' and we strongly believe that this should include our entire school community. We look forward to getting to know you better and helping you to play your part in providing the very best to our young people.

Job Description

Job Title	Operations Lead
Reporting To	Principal
Location	Ingfield Manor School

Job Overview

The Operations Lead (OL) holds a key post of senior responsibility within the school. Reporting directly to the Principal, the OL has responsibility for leading and managing the school's operational functions, ensuring the smooth day-to-day running of non-teaching aspects of the school. The OL plays a key role in supporting strategic planning and compliance while enabling staff and students to thrive in a safe, efficient, and well-organised environment.. There is an expectation of the post holder to act with a high degree of autonomy including responsibility for managing delegated budgets and resources.

Hours Monday to Friday, 40hrs/week (52 weeks)

Salary £35,000 - £38,000 pa *Dependent on demonstrable experience*

Job Responsibilities

Leadership and Management

- Lead and oversee the delivery of all non-educational operational services including administration, finance, HR, premises, catering, and transport. Ensuring you are working in line and with the support of the central teams in these areas.
- Ensure an effective link between the school budget plan and the school development plan to achieve sustainable school improvement
- Ensure the school makes the best possible use of resources through effective planning, considering all financial and other resource implications
- Lead in the training and personal development of financial, health and safety, administrative and premises staff in areas of compliance.
- Lead on Performance Management of finance, administration, premises and catering staff
- Plan for and implement new initiatives as appropriate for the school

Finance and Resources

- Ensure finance policy and procedures are followed at all times
- Support the annual budgeting process ensuring all relevant parties at site are included so that budgets are realistic, cover all likely expenditure and highlight any new or expected expenditure.
- Maintain accurate and up-to-date records of all grant funding, including detailed allocation and expenditure tracking for ring-fenced funds such as **Pupil Premium** and the **School Condition Allowance**.

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Job Responsibilities

Finance and Resources

- Prepare and submit all required financial returns for authorised external agencies in a timely and accurate manner.
- Ensure that formal and compliant finance agreements are in place for all suppliers, in line with company procedures and procurement guidelines
- Monitor and manage spending against the agreed budget to ensure cost-effectiveness and achieve value for money.
- Raise, process, and manage purchase orders in line with the school's financial procedures and delegated authority levels.
- Ensure all purchasing activity adheres to best value principles and is compliant with internal financial policies and external regulations.
- Monitor delivery of goods and services against purchase orders, ensuring discrepancies or issues are promptly followed up and resolved.
- Liaise with suppliers and the central finance team to ensure timely invoicing, matching, and payment of goods/services.
- Approve invoices up to a defined limit within the company's financial management system.
- Complete and submit returns for petty cash, credit card transactions, and low-value expenditures accurately and on time.
- Maintain robust financial systems that meet internal audit standards, ensuring transparency, accountability, and the elimination of financial anomalies.
- Remain vigilant for signs of suspected fraud, report concerns promptly via appropriate channels and collaborate with senior leadership and central finance teams to investigate and resolve issues.
- Support the fee payment process, by maintaining accurate records for all young people including monthly invoicing for respite stays and funded placements.
- Delegate appropriate finance-related tasks to the Finance Administrator, ensuring clear oversight and accountability.

Human Resources & Payroll

- Maintain secure and up-to-date staff records, including contracts, training logs, and attendance data, in line with data protection requirements (GDPR)
- Work with the central people team to ensure that the school is following the correct procedures for recruitment, onboarding, staff contracts and leavers' administration, ensuring compliance with safer recruitment guidelines

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Job Responsibilities


Human Resources & Payroll

- Coordinate the recruitment process at site using our in-house applicant tracking system to get vacancy adverts live, schedule interviews and work with the central team to ensure all compliance is completed in line with safer recruitment guidelines and vetting is completed appropriately
- Support staff induction and ensure new staff are familiar with school policies and procedures.
- Oversee all site-based payroll activities, ensuring overtime is processed on the company's system accurately and on time
- Liaise with the central payroll and HR team to resolve payroll queries and discrepancies.
- Monitor and maintain accurate records of working hours, overtime, leave, and absence, using the payroll system.
- Maintain secure and up-to-date staff records, including contracts, training logs, and attendance data, in line with data protection requirements (GDPR)

Administration

- Oversee the daily operation of the school office and administrative team, ensuring all tasks are carried out efficiently and to high standards.
- Ensure school records, communications, and filing systems are accurate, up to date, and compliant with data protection legislation.
- Develop and maintain effective administrative processes and procedures to support teaching, learning, safeguarding, and school governance.
- Prepare and submit statutory reports, returns, and documentation to local authorities, regulatory bodies, and other external agencies.
- Monitor administrative workflows to eliminate duplication, promote efficiency, and ensure accountability across the team.
- Provide administrative support for events, parent communication, staff recruitment, and pupil admissions as required.

Facilities and Site Management

- With the Principal and Premises Lead supervise the maintenance of the school site
 - Manage the local requirements of contracts for outsourced services, ensuring ongoing value for money and high service delivery
 - Ensure, in liaison with the central team, that all necessary insurances are in place and up to date
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Job Responsibilities

Facilities and Site Management

- Ensure systems are in place to ensure that all contractors undertaking work on site adhere to health safety and safeguarding procedures
- Ensure that all vehicles are taxed, have up to date MOTs carried out, maintained in a clean, tidy and safe condition and are serviced in accordance with schedules
- Liaise closely with the Salutem Estates and Maintenance team and others on larger projects to ensure that local teams and resources are appropriately deployed to balance Opex and Capex requirements
- Take delegated responsibility for the delivery of Opex projects

Health and Safety

As the Health & Safety Coordinator:

- Ensure the school complies with all relevant health and safety legislation, advising staff and leadership on legal, regulatory, and ethical requirements.
- Lead on the development, implementation, and communication of the school's Health & Safety Policy, ensuring it is current, accessible, and reviewed regularly, ensuring compliance with the organisational central policies and procedures
- Ensure the policy is applicable to all school areas and functions, and that it is embedded into everyday operational practice.
- Plan, conduct, and maintain records of fire drills, alarm tests, and emergency evacuations, taking prompt corrective action in response to any issues or poor practice identified.
- Establish and maintain systems for the identification and management of health and safety risks, including conducting and reviewing risk assessments across all relevant areas of the school.
- Promote a culture of safety and wellbeing, ensuring all staff understand their responsibilities and feel confident to report hazards and incidents.
- Collaborate with external agencies, site staff, and leadership to ensure facilities and practices meet health and safety standards and best practice guidance.

Housekeeping and Catering

- Ensure that the site is maintained in a clean wholesome and presentable way, with deep cleaning taking place as appropriate
- Ensure the onsite catering facilities are maintained and run under health and safety guidelines complying with all food safety regulations.

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Job Responsibilities

General

- Be part of the “on call” cover in emergencies
- Work with a high degree of autonomy including responsibility and accountability for managing delegated budgets and resources
- Demonstrate a commitment to excellence and deliver against the requirements of Salutem’s quality framework, school development plans, Ofsted and national minimum standards
- Report to the Principal and work in collaboration on key performance indicators
- Work within Salutem’s policies and procedures at all times

Safeguarding

- To be fully aware of and understanding the duties and responsibilities arising from Keeping Children Safe in Education (KCSIE) and working together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.
- Ensure the Single Central Record (SCR) is maintained in accordance with the requirements of KCSIE

This job description should not be seen as all encompassing, and the post holder will be expected to undertake any other duties and responsibilities appropriate to the post as directed by the Principal.

The post holder will further Salutem’s vision and comply with the policies and procedures of Salutem and the school. This job description will be kept under review to ensure that it remains up to date. The post holder will be consulted about any proposed changes.

Salutem Care and Education are committed to safeguarding and promoting the welfare of children and young people. All offers of employment are subject to rigorous pre-employment checks, including enhanced DBS, in line with our stringent safer recruitment policy.

Successful candidates for all posts will undergo a minimum of 6 months’ probation period.

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Our Values

- We are **Supportive** by promoting opportunities for everyone so they can reach their full potential
- We are very **Ambitious** to provide the best possible outcomes for the people who use our services
- We are **Loyal** because we put the people that we support and our staff at the centre of everything we do, and we deliver on our promises. We also are committed to ensuring that our services are meeting the needs of all stakeholders
- We are **Unique** because we are ambitious and innovative about the diversity of the services that we provide without compromising quality
- We are **Transparent** by being open, honest and fostering a culture of mutual respect. We promote a culture where we learn by our experiences, and we are committed to doing things better and setting the highest standards in what we do
- We are **Engaging** because we work in partnership with the people that we support, our staff and all our stakeholders
- We encourage everyone to experience a **Meaningful** life by being aspirational and by offering opportunities

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Knowledge, skills and competency

Area	Essential	Desirable
Professional Qualifications		Degree or equivalent qualification in business, finance, or a related field. Leadership and management
Knowledge	Understanding of school operations including finance, HR, premises, and compliance. Familiarity with safer recruitment processes and maintaining a Single Central Record Understanding of GDPR, confidentiality, and information governance in a school setting Knowledge of Health and Safety legislation.	Understanding of local educational authority and school systems Knowledge of estate management compliance (e.g. fire safety, health & safety, capital projects). Experience in procurement and contract management.
Skills	Strong organisational and project management skills with the ability to manage competing priorities. High-level ICT literacy, including MS Office, financial and HR software, and school MIS platforms (e.g. SIMS, Arbor). Excellent written and verbal communication skills tailored for varied audiences (e.g. governors, regulators, staff).	Ability to work collaboratively with a range of stakeholders including clinical teams, education staff, and external agencies. Ability to analyse and use operational data to inform improvement strategies. Experience managing audits, inspections, or external quality assurance processes.
Experience	Managing budgets, and procurement Managing and leading teams Experience of site health and safety issues and understanding of risk assessments	Working in a strategic role in the education sector Experience of leading performance management of staff

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Knowledge, skills and competency

Area	Essential	Desirable
Personal Qualities	Caring and committed to supporting children with complex needs Calm and professional under pressure Honest, trustworthy, and handles sensitive information with care Works well with others and builds strong relationships Organised, reliable, and takes initiative Flexible and able to adapt to changing situations Always looking for ways to improve and learn	Confident and able to lead and inspire a team Works well with different teams and encourages teamwork Thinks creatively to improve systems and solve problems Belief in inclusive education and every child's potential Able to handle difficult situations with calmness and respect

We hope you have found this pack useful. Please do take a look at our website as well for more information and to see lots of images of our staff and young people, to help you get a feel for the work of the school.

<https://www.ingfieldmanorschool.co.uk/>

For further information please contact James Winchester, Principal by phone 01403 782294 or email james.winchester@ambitoeducation.co.uk

Data Protection:

All information is stored securely and processed appropriately. Any information supplied by unsuccessful candidates will be destroyed through a confidential waste system after six months from notifying unsuccessful candidates, in accordance with our information and records retention policy.

Closing Date: 4th July 2025

Interviews: w/c 7th July 2025