



**Mayfield Grammar School  
Gravesend**

**OPERATIONS MANAGER**

**Closing date: 9 am on Monday 20<sup>th</sup> April 2026**

# Mayfield Grammar School Gravesend

Pelham Road, Gravesend, Kent DA11 0JE  
Telephone: 01474 352896 Fax: 01474 331195  
Website: [www.mgsg.co.uk](http://www.mgsg.co.uk) Email: [enquiries@mgsg.kent.sch.uk](mailto:enquiries@mgsg.kent.sch.uk)

## OPERATIONS MANAGER

**Operations Manager – Mayfield Grammar School, Gravesend**  
**Term time plus 3 weeks**  
**2 weeks during summer holiday**  
**1 week during Easter holiday**  
**KSE £29,167 FTE 0.7518 (Actual salary £21,928)**

Are you an experienced operations or estates professional looking for your next challenge?  
Mayfield Grammar School, Gravesend is seeking a proactive and dedicated Operations Manager to lead the day-to-day and strategic management of our school site.

This is a varied and rewarding position where you'll play a key role in the strategic development, maintenance and efficient operation of our school site. You'll be responsible for everything from day-to-day maintenance to major capital projects, working closely with our Finance Manager and building strong relationships across the school community.

In return we offer a supportive working environment with a team of friendly, efficient and professional staff who work together to support the aims of the school.

Further details and an application form are available from the Staff Vacancies section of the school website [www.mgsg.co.uk](http://www.mgsg.co.uk)

Applications made via Kent Teach will be accepted.  
CVs will not be considered and should not be submitted.

All applications with a covering letter addressed to Mrs E Wilson, Headteacher must be received by **9 am on Monday 20<sup>th</sup> April 2026**

***This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***



## Mayfield Grammar School, Gravesend

Mayfield Grammar School, Gravesend is a selective girls' school with boys in the sixth form which is situated in the town of Gravesend, with easy access to the A2 and M25 and a direct rail link to Charing Cross. In February 2012 we converted to Academy Status and the school celebrated its Centenary throughout 2014/15. This academic year we will be marking our 110 year anniversary.

The school occupies two sites. One houses the original 1926 building with its distinctive quadrangle and bell tower, surrounded by its playing fields. New Science, Technology and Dining facilities opened across 2020-2021. Our second site has specially designed facilities for Technology, Sports and Drama which opened in 1995. There is IT provision on both sites and a new teaching block opened in 2021 which houses our new library, Music, multi-purpose activity studio, additional classrooms and specialist IT rooms.

The school is an 11-18 grammar school. Entry at age 11 is via the Kent 11 plus selection procedure comprising nationally standardised verbal, non-verbal and mathematics tests. The procedure allows admission of the top 25% of the ability range. An optional additional opportunity to assess eligibility for admission is available through the Mayfield testing procedure.

We are an outward looking school determined to provide the highest quality education by capitalising on opportunities available to the school. We work as a team where the contributions of all the staff are equally valued. We place major importance on providing new staff with an effective induction into the school and all staff are constantly seeking to improve their professional practice through external and internal training. Governors, parents and the community are extremely supportive of the work of the school.

The Senior Team consists of the Headteacher, a Deputy Headteacher, Senior Assistant Headteacher and five Assistant Headteachers. Curriculum Leaders lead their subject teams to ensure a high-quality teaching and learning experience for all our pupils. Pastoral care is led by an experienced team of Learning Leaders who work with Form Tutors and are supported by Pastoral Support Managers, Key Stage Co-ordinators (AHTs) and the Senior Assistant Headteacher. A House System was introduced in September 2014. Merit points are given to students during the year and the Aster Trophy is awarded to the House with the most points overall at the end of the academic year.

The curriculum follows the National Curriculum guidelines and students have the opportunity to gain ten GCSEs at the end of Year 11.

There are circa 1450 students on roll, 380 of whom are in the Sixth Form.

The school PAN is 210 for year 7 entry.

Extra-curricular activities include a full programme of sports, choirs, orchestras and other club activities. A large number of students participate in the Mayfield Challenge (Lower School) and the Duke of Edinburgh Award Scheme (Upper School and Sixth Form). There are Conferences, the Graduation Ball and many other opportunities for students to participate in events outside their classroom studies. The school enjoys strong links with the local business community and runs a full Careers (CEIAG) programme. The school runs an extensive programme of trips and visits both locally, nationally and internationally for all year groups.

Mayfield Grammar School is a happy community where we foster excellent relationships between staff and students.

This is a non-smoking school.

Anyone interested in the school is welcome to visit our website at [www.mgsg.co.uk](http://www.mgsg.co.uk)

## JOB DESCRIPTION

Post Title:	Operations Manager
Responsible to:	Finance Manager
Weeks	Term time plus 3 weeks 2 weeks during summer holiday 1 week during Easter holiday
Hours:	Mon/Tues & Thurs 8 am to 4 pm Fri 8 am to 3.30 pm
Salary:	KSE £29,167 fte 0.7518 (actual salary £21,928)

Main Purpose of the Role:	To lead and manage all aspects of the school's estate, ensuring a safe and well-maintained environment for students, staff and visitors. The Operations Manager will play a key role in the strategic development, maintenance and efficient operation of the school site.
---------------------------	--

### **Responsibilities:**

- Contribute to formulating the school's estates management strategy by evaluating site and usage options and proposing creative and innovative suggestions for improvement.
- Implement the estates strategy via physical development plans, directing activities of staff, consultants and contractors, and managing progress with regard to time, quality and cost.
- Assist in the design and build of new projects, from minor repair works to major capital projects, including appropriate tendering processes.
- Build strong and positive working relationships with school staff to maximise the potential of the estate.
- Ensure all activities and works comply with safeguarding and health and safety requirements, including risk assessments and contractor safety checks.

### **Maintenance of grounds and buildings:**

- Prepare annual, costed plans for repairs and upgrades, and manage all works within budget.

### **Provision of Utilities and Estate Services**

- To assist with the development of appropriate disaster and continuity plans/risk registers as appropriate to the school estate.

### **Health and Safety, Fire Safety and Security**

- Act as the school's Health & Safety Coordinator, including overall responsibility for all relevant Health & Safety Policies.
- Conduct and review Fire Risk Assessments and all relevant policies and procedures, maintaining positive relationships with the local Fire Service.
- Take responsibility for fire safety and security of the estate, working with senior management and the Premises Manager to ensure compliance with all relevant regulations.
- Provide relevant training to staff on fire safety, security and health and safety including asbestos management.
- Ensure risk assessments for all school buildings, grounds and activities (excluding trips) are produced and reviewed in line with Health and Safety Policy, including liaison with relevant technician/teaching staff.
- Maintain the Asbestos Management Plan ensuring full compliance, in conjunction with external provider.
- To provide strategic lead to ensure compliance with all water safety regulations across the school's estate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Staff are expected to undertake any other duties as may be reasonable as directed by the Headteacher and their Line Manager.

Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

All staff are expected to take delegated responsibility for the implementation of the Health and Safety Act as may be agreed.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. The job description is current at the time shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

This job description is current at the time shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signature of Postholder

Date

## **Person Specification**

### **Qualifications and Training**

- Willingness to undertake relevant Health and safety qualifications.
- Ability to understand and apply regulations such as Health & Safety, COSHH, legionella, manual handling etc.
- A commitment to training in order to understand the role of an Estates Manager within the public sector, i.e. compliance with all DfE requirements for school estate management.

### **Experience**

- Experience in Estates managements is desirable, but full training will be provided.
- Experience managing building maintenance, refurbishment and new build projects is desirable, but not essential.
- Experience in managing and supervising staff and contractors.
- Experience of developing and implementing estates strategies and risk management processes is desirable, but not essential as full training will be available.
- Experience of working in a management role organising/directing teams of people.

### **Skills and Knowledge**

- Knowledge of health and safety legislation, fire safety regulations and compliance requirements is desirable.
- Understanding of building services, utilities management and site security is desirable.
- Excellent organisational and project management skills.
- Ability to work within budgetary constraints.
- Good IT skills.

### **Personal Qualities**

- Commitment to upholding and promoting the ethos and values of the school.
- Good communicator with ability to build effective working relationships with staff, contractors and stakeholders.
- High standards of integrity, honesty and confidentiality.
- Ability to manage time effectively and demonstrate initiative, including establishing priorities.
- Ability to prioritise and manage workflow, while maintaining a flexible approach to respond to requests.
- Hold a full driving licence and be willing to drive a school vehicle/minibus as part of the role.