



OPERATIONS MANAGER & CLERK TO GOVERNORS

CONTRACT TYPE: PERMANENT

SALARY: SUBJECT TO EXPERIENCE

BACKGROUND

Kirkham Grammar School is a thriving independent school, comprising a Senior, Junior, Infant and Pre-School, with over 550 pupils on roll, in an age range of 11 - 18 years. The Head is **responsible for running the school, assisted by their Senior Management Team, including a HR Manager & Operations Manager/Clerk to the Governors.** The Operations Manager is responsible for the management of the main school site and assets and as Clerk to the Governors is responsible for the Management and Compliance of the Governing Body, HSE adherence and Asset Management.

REPORTS TO: The Chair of Governors and Managing Director

JOB PURPOSE: To provide professional advice and guidance on governance, constitutional, and procedural matters, and to ensure the efficient functioning of the governing board by managing its administration and legal compliance.

There are strict deadlines to be met and therefore applicants must be able to work under pressure, whilst maintaining a high level of accuracy. You must be a good communicator and team member, acting upon your own initiative. This will ensure the Board of Governors delivers a professional, timely and quality service and all documentation, training and compliance is in place.

Main Duties and Responsibilities

1. Providing Advice and Guidance

Advise the governing board on its core functions, legal duties, and regulatory frameworks (including Department for Education guidance and governance handbooks).

Guide the board on procedural and constitutional matters before, during, and after meetings.

Inform the board of any changes in school status, legislation, or membership responsibilities.

Access appropriate legal and professional advice on behalf of the board when necessary.

2. Effective Administration of Meetings

Work with the Chair of Governors and Headteacher to prepare a focused, annual calendar of meetings and purposeful agendas.

Collate, produce, and distribute meeting agendas and supporting papers securely and on time.

Attend governing board and committee meetings (including evening sessions as required), ensuring meetings are quorate.

Take accurate, objective, and confidential notes to produce comprehensive minutes, recording all decisions, challenges, and agreed action timescales.

3. Membership and Records Administration

Maintain a secure record of governing board membership, terms of office, and constitution details.

Notify the Chair and appointing bodies in advance of upcoming expiry of terms of office to arrange timely elections or appointments.

Maintain records of governor attendance and track compliance requirements, such as Disclosure and Barring Service (DBS) checks.

Maintain and annually review the register of business and pecuniary interests.

Manage the archiving of signed minutes and key governance documents.

4. Professional Development and Support

Assist with the induction process for newly appointed governors, providing welcome packs, codes of conduct, and access to training materials.

Keep up to date with current educational developments and legislation by attending relevant training briefings and updating skills.

5. Asset Management

Oversight of the Estates Manager, in the management of the Estate, repairs, renewals and projects (in particular).

- with the maintenance of school buildings including the preparation of maintenance schedules and keeping of records;

- Maintenance and efficiency of all utilities;

- To obtain tenders, planning permission and liaising with builders.

- Maintaining land drainage

- Maintenance of boundaries, roads and rights of way

- Compliance with regulation

Oversight of Catering, with the provision and delivery of all services and entertainment (in particular);

With the management of suppliers
Compliance and training of staff
Provision of suitable catering for pupils, staff and visitors

This job description is not definitive and may be altered from time to time in accordance with the needs of the school.

Person Specification

Knowledge: Understanding of school governance procedures, legal frameworks, Health and Safety, and the education sector (or a willingness to learn quickly).

Administration Skills: Excellent organizational abilities with high attention to detail for accurate minute-taking and record-keeping.

Communication: Strong written and verbal communication skills.

Confidentiality: High level of tact, discretion, and integrity when dealing with sensitive or confidential school matters.

IT Proficient: Competent using standard office software (such as Microsoft Office or Google Workspace) and digital governance databases.

Further Information

Hours of Work: Full time, as required to fulfil the responsibilities of the role.
A flexible approach is required.

Salary:
Commensurate with experience and qualifications.

All employees at Kirkham Grammar School are expected to:

- Embody and promote the school's values and ethos.
- Make effective use of technology to support and enhance learning.
- Commit to ongoing professional learning and reflection.
- Prioritise pupil wellbeing, inclusion, and safeguarding in all aspects of school life.
- Make a positive contribution to the wider life and community of the school.

Closing date for applications: 02 November 2026
Proposed interview date: 11/11/26

Applications

By application form and supporting letter to:

Mrs A Roberts

HR Manager

Kirkham Grammar School

Ribby Road, Kirkham, PR4 2BH

Email: a.roberts@kirkhamgrammar.co.uk

The post is subject to completion of the school's application form, two satisfactory references, DBS clearance and verification of qualifications.

Kirkham Grammar is committed to safeguarding and promoting the welfare of children and young people.

Kirkham Grammar School reserves the right to close this vacancy early should we receive a sufficient number of suitable applications. Early applications are therefore encouraged.

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