

MURRAY PARK SCHOOL


Good
Provider



APPLICANT INFORMATION PACK

SCHOOL OPERATIONS MANAGER

APPLICATION DEADLINE: 16TH MAY 2025 9AM

INTERVIEW DATE: W/C 19TH MAY

START DATE: JULY 2025

Murray Park School is committed to safeguarding and promoting the welfare of children and appointment to this post is subject to a criminal record and background check and references



Headteacher: Mrs N. Caley

Address: Murray Road, Micklegate, Derby, DE3 9LL

Telephone: 01332 515921

Web: www.murraypark.derby.sch.uk

Email: recruitment@murraypark.derby.sch.uk

OUR HEADTEACHER

I am delighted to introduce you to our wonderful school. Since my arrival in 2018, I have sought to create a thriving working environment which enables our wonderful students to succeed in all aspects of life at Murray Park and beyond. It was great for this to be recognised by Ofsted in September 2022 when we achieved our Good judgement.

We pride ourselves on giving teachers the conditions in which to teach without distraction and ensure that all staff are supported quickly with any concerns both in and outside the classroom.

We are fully committed to offering a top-class education - which keeps abreast of national and international trends. We welcome applications from high-quality candidates who are looking to make a real difference to our students' lives.

We support all new staff with a supportive induction package. ECTs follow a comprehensive induction

programme as well as our in-house training. We endeavour to ensure your skills are developed so you can perform at your optimum.

Please take your time to consider the information in this pack and do not hesitate to make contact with us should you require any further information.

I wish you the best of luck with your application to our school.



MRS N. CALEY

SENIOR LEADERSHIP TEAM



Nicola Caley - Headteacher

Rebecca Somes - Deputy Headteacher

George Hagen - Deputy Headteacher

Theresa Lucas - Assistant Headteacher

Nick Lynn - Assistant Headteacher

Leanne Dodd - Assistant Headteacher

Joseph Hyndman - Assistant Headteacher

"Being a teacher at Murray Park is a privilege, providing me with the opportunity to be part of a community with shared values..."

Flavia Kupferberg - Teacher of English



AMBITION STATEMENT

At Murray Park School, our curriculum vision is to provide an ambitious and inspirational education for all of our pupils. Our strong set of values: Perseverance; Respect; Independence; Dreams and Excellence (PRIDE) underpins our ethos. Through our curriculum, our pupils develop the confidence to embrace the responsibilities that life has to offer and to become valued members of the local community, both now and in the future.

In all lessons the pupils are challenged and engaged in an education that prepares them for their futures. Our Learning Motto, OASIS, enables all of our pupils to develop life skills, such as, creativity, empathy and collaboration, resulting in resilient individuals with high aspirations.



We are passionate about our pupils' personal development and put this at the heart of everything we do. We provide cultural capital experiences to our students through the Murray Park Charter for Success, where students are supported and encouraged to try new activities and experiences such as visiting the theatre, volunteering, learning to

play a musical instrument as well as much more. As well as this, we produce an annual trip schedule which includes a number to international destinations, including outside of Europe. These are fully funded for students, where required.



Our health and wellbeing provision ensures that our pupils lead healthy and fulfilling lives and that every pupil has the knowledge and confidence to take care of their own physical and mental wellbeing.

As a result of our outstanding careers programme, all of our pupils are prepared for the next stage of their education, training and employment through our extensive network of business partners and dedicated careers' centre. Our wide range of extra-curricular activities include residential opportunities and international travel. These opportunities enrich the formal curriculum and deepen the pupils' knowledge and skills.

"The quality of provision and pastoral care for our students has an exceptional impact on their lives."

Emma Challand - Head of Year



OPERATIONS TEAM

The Operations team at Murray Park School is central to ensuring the smooth day-to-day running of the school, providing essential support across finance, HR, facilities, and administration. The team is led by the Director of Finance and Support Services, who oversees all non-teaching functions. They are supported by an experienced HR Manager, Facilities Manager, and Office Manager, each of whom leads a dedicated team with clear structures in place, including second-in-command roles to ensure continuity and efficiency.

We take pride in the high standards of service our team provides. The school's strong financial position allows us to invest in high-quality resources and maintain well-kept facilities that support both staff and students. We work closely with external advisors when specialist expertise is required, ensuring compliance with regulations and best



Our HR and administrative teams are committed to creating a positive working environment for staff, managing everything from recruitment

and professional development to payroll and wellbeing initiatives. The Facilities team ensures that the site is safe, well-maintained, and conducive to learning, managing everything from security to long-term estate planning.



As a team, we are proactive and forward-thinking, always looking for ways to improve efficiency, enhance working conditions, and support the school's strategic goals. We work closely with teaching staff to create the best possible experience for students. Collaboration is at the heart of what we do, ensuring that every aspect of school operations runs smoothly and effectively. This is an exciting time to join the Operations team.

If you would like further information or to discuss any aspects of the post, please contact the Director of Finance and Support Services.

"The quality of provision and pastoral care for our students has an exceptional impact on their lives."

Emma Challand - Head of Year



SCHOOL INFORMATION

Murray Park is a dynamic and forward-looking 11-16 mixed comprehensive school on the western fringes of the city of Derby. It is a Foundation Status school but has a close working relationship with the local authority.

We cater for approximately 1200 students, situated on a spacious site surrounded by greenery. We serve students from the Derby City area, within reach of the Derbyshire countryside and our cohort sizes are growing each year.

Our students reflect the full academic ability range and there is a breadth to the socio-economic status of our families.



APPLICATION PROCESS

Informal visits to the school are available but not essential. You must complete the application form fully and give details of all employment, training and gaps in employment since leaving secondary school to the present day. Any additional information, which you wish to bring to the notice of the selection panel should be included in your letter of application.

Your letter of application should make reference to the job description and in particular how you meet the person specification. At least one of your references should be a current employer and you should indicate if you are happy for us to contact each reference.

Please provide an email address for your referees so that we can contact them.

Please email your completed application form and letter of application to:

recruitment@murraypark.derby.sch.uk or upload using the TES platform. The application letter should be no longer than 2 sides of A4, Arial font size 11.

Murray Park School is committed to safeguarding and promoting the welfare of children and appointment to this post is subject to a criminal record and background check and references



"Murray Park is a fantastic school to work for, I've felt extremely welcome and supported by the school, first as a trainee and then as a new starter."

James Murton - Teacher of English

Our School was inspected in September 2022 and gained a Good judgment from Ofsted. Here are just a few quotes from their highly positive report. To access our full report please use our website link:

[Ofsted Reports | Murray Park](#)

Quality of Education	<p>“Leaders have designed an ambitious curriculum that allows pupils to learn a broad range of knowledge.”</p> <p>“Leaders have planned assessments to check pupils' understanding.”</p>
Behaviour and Attitudes	<p>“Pupils are happy and safe at Murray Park. They know teachers care about them.”</p> <p>“Leaders have ensured that classrooms are places where pupils can learn.”</p>
Personal Development	<p>“The 'Charter for Success' encourages pupils to engage in activities such as theatre trips and cookery.”</p> <p>“Leaders ensure that all pupils have opportunities to gain different cultural experiences.”</p>
Leadership and Management	<p>“Leaders have prioritised reading.”</p> <p>“Leaders have created a culture of safeguarding.”</p>

SAFEGUARDING INFORMATION

Murray Park School shares a commitment to safeguard and promote the welfare of children and young people. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture that embraces the ethos of safeguarding amongst our workforce. This post is Exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 and is subject to an enhanced DBS Disclosure check.

Recruitment Information

The application form must be completed in line with our Important Recruitment Information section on the school website. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

- Child Protection and Safeguarding Policy
- Recruitment of Ex Offenders
- The Equality and Diversity Form
- GDPR Privacy Notice

Recruitment Policy

These documents can be found using following the link:
<https://www.murraypark.derby.sch.uk/key-information/vacancies/>

“Since starting at Murray Park there has been no time for nerves, just excitement. I am delighted to continue my journey here, whilst inspiring others on my way.”

Charlotte Bunting - Teacher of Science

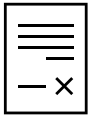


STAFF WELL-BEING

Murray Park considers the well-being of staff to be important. When we make strategic or operational decisions, we always consider the well-being and workload of staff. See below for some of the ways we support staff wellbeing and workload for all our team:



Opportunity for flexible working for all staff



A robust and centralised behaviour system, including an internal Alternative Provision.



A designated, trained, mental health leader.



A Leadership Team who fully consider staff workload and wellbeing when considering any changes to practice or systems.



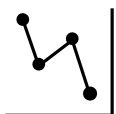
Paid lunch duties, including a free meal.



CPD for all staff, in all roles, including whole-school and opportunities for any bespoke courses.



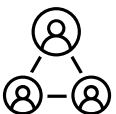
Latest technology, including new laptops for teachers.



A measured approach to data management, including meeting free weeks during data points.



An approach to pedagogy that ensures we deliver high-quality teaching in each and every lesson, whilst giving staff professional autonomy.



Staff social and sports events.

"Murray Park School is at the centre of the community. For our students this is their OASIS."

Katy Drew - Alternative Provision Lead



JOB ADVERT

School Operations Manager

Salary: Pt35-Pt40 (£44,711-£49,764)

Responsible to: Director of Finance & Support Services

Contract: Permanent. 37 hours per week, 52 weeks

Responsible for: Finance, Facilities and HR Teams

Murray Park School is a rewarding and professionally stimulating place to work. Over the last four years we have undergone a journey of rapid improvement; moving from a Requires Improvement Ofsted grading to Good in September 2022, along with a much improved Progress 8 score, as well as now being over-subscribed. Never complacent, we are now on our next stage of development and seek high-quality staff to enable this.

This is a new role and is part of our succession planning for the Human Resource Manager and Director of Operations and Finance roles. The post-holder will spend time working alongside the Finance, Operations and HR Teams and it is envisaged that following successful tenure in this role the post-holder would be well placed to apply for the Director of Finance and Support Services role were it to be vacant - this is the most senior non-teaching role in the organisation.

You could be an individual with experience in general school business management and operations; finance and/or human resources. It is important you currently specialise in one of these areas and have a willingness to gain experience and relevant qualifications in the other areas through this role. We will provide you with informal and formal training in a supportive and friendly environment to enable this.

The person appointed will have:

- A passion for ensuring the best outcomes for our school.
- A commitment to effective service delivery.
- Excellent knowledge in their current area of expertise.
- Relentlessly high standards and expectations of all students and staff.
- A commitment to continuous improvement of their own practice, irrelevant of job role, career stage or position.

Staff at Murray Park School benefit from:

- Flexible working for all staff.
- A Senior Leadership Team who prioritise staff well-being and consider this when launching any new systems or pedagogical approaches.
- A whole-school CPD package which includes the sharing of recent research and best-practice.

How to Apply

An application pack can be downloaded from the school website at <http://murraypark.derby.sch.uk/key-information/vacancies> or apply via TES Online.

We welcome informal conversations and visits with our HR Manager and Director of Finance and Support Services.

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"Murray Park is an extremely engaging place to work, but more than that it feels like a family and really integrates the 'community' aspect of the school's name."

Joe Potts - Teacher of Geography



ROLES AND RESPONSIBILITIES

Key Tasks:

Leadership & Strategy

- Work alongside the Director of Finance and Support Services to understand financial management processes, ensuring decisions align with strategic goals.
- Support the oversight of capital expenditure and contribute to financial recommendations for the governing body.
- Managing support staff, including recruitment, appraisals, and professional development, under the guidance of the HR Manager.
- Contribute to the implementation of policies and resource allocation in line with the school improvement plan.
- Explore technology solutions to improve business processes and staff well-being.

Financial Management

- Work with the Director of Finance and Support Services to prepare and manage the annual school budget, ensuring financial stability.
- Support the provision of accurate financial reports to senior leadership and governors.
- Assist in forecasting future budgets and advising on necessary revisions.
- Gain experience in negotiating contracts and ensuring cost-effective services (e.g., payroll, insurance, catering, IT).
- Apply financial compliance requirements and procurement processes.

Facilities & Compliance

- Collaborate with the Facilities Manager to ensure the site is well-maintained and meets health and safety regulations.
- Support the oversight of statutory checks (fire, gas, electricity, asbestos, etc.) and engage in staff training for health and safety.
- Uphold compliance procedures and contribute to ensuring legal, regulatory, and ethical standards are upheld.

Human Resources

- Work with the HR Manager on payroll processes and liaise with external providers.
- Support recruitment processes in line with safer recruitment guidelines and employment law.
- Staff absence management, performance management, and disciplinary procedures.
- Help maintain up-to-date HR policies and provide advice on personnel matters as directed.

Data Protection & GDPR

- Support the school's compliance with UK GDPR and data security regulations.
- Assist in staff training and internal data protection audits.
- Learn to respond to subject access requests and data-related queries under supervision.

General Duties

- Attend and contribute to leadership and governor meetings as required.
- Assist in ensuring effective administration, HR, and financial processes.
- Undertake any other duties as directed by the Headteacher, Director of Finance and Support Services, or HR Manager.

'Ever since I started at Murray Park I have felt supported by all staff and welcome by everyone here, including the students. I am proud to work at Murray Park...'

Elise West - Teacher of Maths



PERSON SPECIFICATION

	Essential	Desirable
Experience & Knowledge Successful leadership and management experience in a school, or in a relevant field outside education Involvement in school self-evaluation and improvement planning Line management experience Communicating with Governors, SLT, School staff Contributing to staff development Working with children or young people UK GDPR and Data Protection	✓ ✓ 	 ✓ ✓ ✓ ✓
Qualifications A degree or other relevant qualification - ideally in accountancy, business management or a related discipline A school business management qualification (CSBM, DSBM, ADSBM) Accountancy qualification (AAT, ACCA, CIPFA) HR qualification (CIPD, SHRM, HRCI)		✓ ✓ ✓ ✓
Skills/Abilities Expert knowledge of financial management, statutory administration and financial returns and preparing reports Knowledge of SAGE 200, SIMS, ParentPay Proficient user of ICT and able to present data in a useful format for decision making Effective communication and interpersonal skills Ability to build effective working relationships with staff and other stakeholders Highly systematic and organised with excellent attention to detail Able to work effectively as an individual or as part of a team, even when under pressure Practical and resourceful with a flexible approach to work Understanding of data protection and confidentiality	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	 ✓
Personal Qualities Good attendance and punctuality record. Commitment to supporting the full life of the school. Calm, patient and approachable in all situations to promoting the ethos and values of the school and getting the best outcomes for all pupils Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school Be well organised, numerate, logical and orderly in work methods Ability to work under pressure and prioritise effectively Commitment to maintaining confidentiality at all times Commitment to safeguarding and equality Embraces change well Deals with difficult situations effectively Be approachable, flexible, trustworthy and reliable Enhanced Criminal Records check (on appointment) Commitment	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	

"No school day is ever the same. I love helping students achieve their best, in a positive environment working with staff and students who embrace challenges."

Lisa Clarke - Lead Cover Supervisor





MURRAY PARK SCHOOL

OUR MISSION: SUPPORTING STUDENTS IN GAINING A POSITIVE OUTLOOK,
SHAPING THEIR FUTURES AND REACHING THEIR FULL POTENTIAL.

“PROUD TO BE HERE”



Head Teacher: Mrs N. Caley

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