ST EDMUND'S SCHOOL
CANTERBURY

CANDIDATE PACK



OPERATIONS SUPERVISOR

PERMANENT, FULL TIME

JANUARY 2027

STEDMUNDS.ORG.UK













THE SCHOOL

OVERVIEW

We are a 3–18 independent co-educational day and boarding school that fosters a family atmosphere, values the individual, and offers a wide range of opportunities to pupils, whatever their interests or strengths. Set in a historic location overlooking the City of Canterbury, the school benefits from a diverse community of day and boarding pupils who contribute to a rich and inclusive environment. Academic achievement is supported alongside strong co-curricular involvement, and pupils are respectful, inclusive, and collaborative, helping to create a happy and cohesive school community. The School is located at the top of St Thomas Hill and enjoys impressive views over the city. The Junior and Senior Schools all share the same site.





OUR ETHOS

Our pupils benefit from a caring and supportive environment, high-calibre teaching and a holistic educational approach that seeks to develop creativity, leadership qualities and original thinking.

A broad academic curriculum and extraordinarily diverse co-curricular programme enable pupils to find their path and grow to 'be all they can be'.

Our small class sizes enable the personalisation of learning so that pupils receive the attention and academic challenge they need to succeed.

Every pupil here is known and understood

The fact that we educate children from the age of 3 to 18 underpins the strong family atmosphere and sense of community that pervade the school

St Edmund's is proud of its pupil-centred and ambitious academic ethos. We seek to foster original thinkers with the intellectual and personal skills to be leaders and decision makers in the future

Highly-qualified teachers mean that young people receive inspirational instruction, with vibrant debate and individual attention colouring every classroom

Pupils develop learning skills through project work and research opportunities such as the Extended Project Qualification and the Durrell Essay. We encourage cross-curricular work to promote original ideas and multi-dimensional thinking

Essentially, our pupils are encouraged throughout their time at St Edmund's to aim for and achieve the very highest academic standards of which they are capable.

DETAILS ABOUT THE POST

TITLE	Operations Supervisor
TYPE OF POST	Full time (Permanent)
HOURS	37.5 hours per week including participation in a shared evening and weekend on-call rota, every two weeks. -
GRADE	Pay Range - £27,484 - £31,269
HOLIDAY	5 weeks

POST & DEPARTMENT	
ABOUT US	St Edmund's School, Canterbury is an independent school situated on a substantial site comprising multiple buildings, specialist facilities and extensive outdoor areas. The Operations department plays a key role in the effective day to day running of the School, providing essential services to pupils, staff and visitors. The department encompasses cleaning, laundry, catering (outsourced), reception, minibus transport, events & lettings and works closely with other departments to ensure services are delivered safely, efficiently and to a high standard. The Operations team supports the smooth running of the School and ensures key operational requirements are maintained to the highest of standards.
ROLE	The Operations Supervisor will be responsible for overseeing the day-to-day operations and service delivery of the Cleaning, Laundry and Minibus functions, alongside providing supervisory and line management responsibility for Cleaning Team Leaders, Minibus Drivers and Laundry Assistants. The role will ensure that operational standards, compliance, health and safety, vehicle safety and BICSc requirements are met and continually improved. The role will work closely with the Operations Manager, taking responsibility for delegated operational matters and deputising when required. A flexible approach to working hours will be necessary to meet the operational needs of the School.

THE ROLE

KEY RESPONSIBILITIES

Operational Supervision

- Take responsibility for the day-to-day operational delivery of the Cleaning, Laundry and Minibus functions, ensuring services meet agreed standards, budgets, compliance requirements and customer expectations.
- Lead the recruitment, induction, performance management, attendance management and development of operational staff within the designated service areas.
- Manage agreed operational budgets for cleaning consumables, laundry supplies and transport -related expenditure, ensuring value for money and reporting variances.
- Produce monthly operational performance reports covering staffing, absence, compliance, vehicle utilisation, cleanliness standards, customer feedback and departmental KPIs.
- Identify, develop and implement operational improvement initiatives that enhance efficiency, quality, sustainability and customer service.
- Act as deputy to the Operations Manager during periods of absence, taking responsibility for operational decisions, incident management and service continuity.

Compliance, Health & Safety and Standards

- To ensure the Cleaning, Laundry and Minibus departments operate in accordance with School policies, health & safety requirements and relevant statutory standards.
- To oversee compliance with vehicle safety requirements and BICSc standards, maintaining appropriate records, audits and documentation.
- To identify and address operational risks and areas for improvement, escalating significant issues to the Operations Manager.

THE ROLE

KEY RESPONSIBILITIES

Minibus Operations and Administration

- To oversee the administration and coordination of the School minibus service, ensuring continuity by providing administrative cover for the Operations Administrator on their non working days.
- To manage bookings, routes, driver information and vehicle records, ensuring the service operates safely, efficiently and in accordance with School procedures.
- To monitor vehicle maintenance and servicing, ensuring issues are followed through to resolution.

Cleaning and Laundry Operations

- To oversee the operation of the Cleaning and Laundry departments, working with Team Leaders to ensure appropriate staffing and standards are maintained.
- To monitor cleaning and laundry standards through regular audits and ensure stock and maintenance requirements are effectively managed.

Wider Operations Support

- To support the Operations Manager with the effective running of the wider Operations department and deputise on operational matters when required.
- To work collaboratively with other School departments to ensure the effective delivery of operational services.

PERSON SPECIFICATIONS

	ESSENTIAL	DESIRABLE
QUALIFICATION	• Maths and English GCSE at grades 9 to 4 (A* to C) or equivalent • Full, clean driving licence	• Relevant qualification or professional training in Facilities or Operational Management. • Category D1 driving licence
SKILLS & EXPERIENCE	• Previous experience in an operational, supervisory or team leader role, with responsibility for coordinating people and services. • Experience of supervising or line managing staff, including supporting performance, attendance, training and development. • Experience of managing and maintaining accurate records and ensuring compliance with policies and procedures. • Good understanding of health & safety responsibilities and the ability to identify and respond appropriately to operational risks. • Experience of monitoring service standards through audits, inspections or quality checks. • Strong organisational and problem solving skills, with the ability to prioritise competing demands and make sound operational decisions. • Effective communicator with the ability to build positive working relationships with staff, parents, pupils and external providers. • Good IT skills, attention to detail and the ability to maintain accurate records.	• Experience of working within a school or educational environment. • Experience of working within an operations or Facilities environment. • Knowledge or experience of BICSc standards and/or vehicle compliance. • Experience of managing a school or passenger minibus service.
BEHAVIOURS	• Positive, professional and approachable manner. • Strong sense of responsibility and accountability. • Self-motivated, proactive and able to work independently. • Commitment to maintaining high standards and continually improving services. • Able to maintain confidentiality and demonstrate appropriate professional boundaries. • Flexible and adaptable approach to working hours to meet the operational needs of the School.	

CONDITIONS OF SERVICE

BENEFITS

Workplace Pension Scheme, Employee Assistance Programme including counselling services and financial/legal advice line, Salary Sacrifice schemes such as Cycle2work, subsidised gym membership, retail discounts and cashback scheme.

Fee remission is available to permanent members of staff subject to spaces being available at the discretion of the Governors and subject to change.

SAFER RECRUITMENT

St Edmund's School Canterbury is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

UK GDPR

Personal information provided by candidates will be kept on a secure file in the school and will not be released to third parties outside the school without the permission of the person concerned, except where there is a legal requirement so to do. Retention of personal information is acted on consent, which can be withdrawn by the individual at any time.

APPLICATIONS

The deadline for receipt of application **9.00am Friday 20th November 2026.** Applications should be emailed to recruitment@stedmunds.org.uk.

Applications must take the form of an application form and covering letter including the candidate's suitability for the post with reference to the person specification. The names and contact details (including email addresses) of two referees are required (one of whom must be your current or most recent employer and neither referee should be a relative or someone known to you solely as a friend).

ST EDMUND'S VALUES



We Value....

EACH OTHER

Recognise our responsibility to create a caring and supportive community

We Value....

INDIVIDUALITY

Recognise that everyone is different and has unique needs, strengths and aspirations





We Value....

EXCELLENCE

Commit to being the best we can be

We Value....

INTELLECTUAL CURIOSITY & CREATIVITY

Love learning & seek to foster creative, critical & lateral learning





We Value....

SOCIAL RESPONSIBILITY

Promote the idea that individuals must contribute to the greater good of society






ST EDMUND'S SCHOOL
CANTERBURY
An independent co-educational day and boarding school for ages 3 - 18
Head Mr E G O'Connor, MA (Cantab), MPhil (Oxon) MEd
Bursar Mr N C Scott-Kilvert, FCCA
No deliveries at this entrance


CATCH 22
THE CATCHER IN THE RYE



