



## **OPERATIONS OFFICER**

**Required for April 2025**

Ardvreck is one of the UK's leading independent prep schools which has recently been named 'Best Prep School in the Land' by Tatler Schools Guide 2025 and Independent Prep School of the Year 2022. With over 130 pupils from the ages of 3 to 13, the school nestles in a rural location at the foot of Ben Chonzie above the picturesque market town of Crieff. Established in 1883, we are committed to the pursuit of excellence through a stimulating and inspiring curriculum which prepares our pupils for Common Entrance and Scholarship Examinations for entry to a range of top public schools across the UK.

### **Key Responsibilities:**

- Oversee day-to-day school operations to ensure efficiency and consistency.
- Manage logistical support, including coordination of school events, facilities management, and external contractors.
- Support the senior leadership team with administrative duties and internal processes.
- Ensure compliance with health and safety regulations and contribute to the creation of safe environments for both pupils and staff.
- Provide operational support across all departments, liaising with both teaching and non-teaching staff.
- Assist in budget management and financial reporting related to school operations.
- Develop and maintain a strong relationship with pupils, staff, parents, and external stakeholders.
- Contribute to the school's sustainability initiatives and operational strategy.
- Manage and maintain the running of the school's minibus fleet.

### **Key Skills and Experience:**

- Proven experience in an operations, administration, or management role, preferably in an educational setting.
- Strong organisational and problem-solving abilities with attention to detail.
- Excellent communication skills, both written and verbal.
- Ability to handle a range of tasks simultaneously in a fast-paced environment.
- Knowledge of school regulations and best practices for facilities management.
- Proficiency in IT systems, particularly MS Office and school management software (Engage).
- A flexible, approachable, and solution-focused mindset.



### **Personal Attributes:**

- A strong team player with the ability to work independently when required.
- Professional and proactive attitude, with a commitment to continuous improvement.
- Enthusiasm for supporting the development and success of the school and its pupils.

### **Why Join Ardvreck School?**

- Be part of a supportive, dynamic team in a vibrant educational setting.
- Work within a school known for its outstanding academic and pastoral care.
- Competitive salary and benefits package including the provision of meals, during term time.
- Beautiful rural Perthshire location with excellent transport links to central Scotland.

If you are passionate about supporting the operational excellence of a leading independent school, we would love to hear from you.

For further details please visit our website [www.ardvreckschool.co.uk](http://www.ardvreckschool.co.uk) and contact Mrs G Murchie, School Secretary: [office@ardvreckschool.co.uk](mailto:office@ardvreckschool.co.uk) for an application form. The closing date is Wednesday 3<sup>rd</sup> March 2025, although we reserve the right to interview at any point in the recruitment process.

Ardvreck School is an Equal Opportunities employer. All appointments will be subject to a satisfactory Scheme Record under the Protection of Vulnerable Groups legislation.