Operations Assistant

November 2026



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Boarding School of the Year
Haileybury
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Haileybury

Candidate Information

Welcome

Thank you for your interest in Haileybury. This is an exciting opportunity to join a highly successful school which is moving forward with confidence and purpose.

Haileybury was recently selected as one of the 100 best private schools in the world and our last inspection was outstanding. Interest in the School from prospective families is as strong as ever.

We are a dynamic, outward-looking and future-oriented school. We offer a 21st Century relevant curriculum and our pupils leave school with the values, skills and credentials they will need to thrive.

Through our team of dedicated staff and as a result of exceptional facilities across our remarkable campus, we are able to offer our pupils an extraordinary range of opportunities.

We are ambitious and we pursue excellence, but Haileybury's success is built on the strength of the relationships across our community.

If you feel excited by the prospect of being a member of a dynamic and successful team, then we would welcome your application.

Eugene du Toit
The Master

Haileybury



The School

Haileybury is a co-educational boarding and day school for pupils aged 11-18. There are currently over 900 pupils at the School. Demand for places and pupil numbers has increased dramatically in recent years.

The Haileybury of today enjoys an excellent worldwide and national reputation. This reputation is primarily based on the very high standard of education that is provided at the School. This was reflected in the report written by the ISI Inspection team who visited the School in October 2025. The report gives a clear picture of a progressive, ambitious school which offers its pupils the very best all-round education. A copy of the report can be viewed here.

Haileybury is a dynamic, outward-looking and future-oriented school. It aims to provide high academic achievement, outstanding pastoral care and a rich and varied co-curricular programme; we want our pupils to leave school as confident, rounded and ambitious individuals. As a large, diverse community, the fundamental values of service, kindness and respect are essential. Pupil voice is important and there are many opportunities for pupils to express their opinions, including an active Pupil Senate. The team of teaching and operations staff are dedicated and highly professional.

Haileybury comprises a dedicated Lower School (Years 7 and 8), a Middle School for Years 9-11 and a Sixth Form of around 360 pupils. All Senior School pupils are boarders or day pupils in one of the 12 senior Houses. There is also boarding House in our vibrant Lower School. The Houses are set within the extensive campus grounds, and most of the teachers are also accommodated within 5 minutes walk of the School. The sense of community at the School is especially strong.

Haileybury has a vibrant academic culture. Its curriculum model is distinct and in the Sixth Form pupils have the choice of following the International Baccalaureate Diploma Programme (IBDP) or A levels. The most popular UK university destinations include Oxbridge and the Russell Group; Haileybury's pupils also achieve places at top North American and European universities.







Haileybury

The role

The Operations Assistant will work as part of the Estates Operations Department, supporting the smooth and efficient day-to-day running of the School and ensuring the delivery of a high standard of customer service across the site.

This is a varied and hands-on role, involving a range of essential operational duties, including site security and access, compliance, emergency response and support with School events. The postholder will work collaboratively with colleagues across the School to maintain a safe, welcoming and well-organised environment for pupils, staff and visitors.

This is a permanent, full-time position, working 40 hours per week on a rotational shift pattern to ensure operational coverage throughout the year.

The Operations Assistant will report directly to the Head of Maintenance & Compliance.

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.





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Responsibilities

- Maintain the safety, efficiency and smooth running of the site.
- Coordinate all aspects of site security, including CCTV monitoring, regular patrols, alarm response and incident reporting, as well as liaising with emergency services when required.
- Strong focus on compliance; supporting fire evacuation drills, carrying out weekly fire alarm tests, completing fire safety checks, conducting water flushing for Legionella control, and undertaking routine ladder inspections.
- Managing postal services across the site. Receiving, sorting and processing incoming mail and parcels, franking outgoing mail, and ensuring timely delivery to Boarding Houses, departments and the Bursary post room.
- Assist any emergency response by monitoring fire alarms, attending all alarm activations and site emergencies, and initiating out-of-hours call-outs when needed. They will also manage site access through door control programming, issuing keys and completing daily opening and locking procedures.
- Provide event security, installing signage and barriers, setting up and dismantling equipment for functions and examinations, and assisting with traffic and parking management.
- Booking in contractors and visitors, taking utilities meter readings, maintaining cleanliness through bin emptying and litter picking, managing lost property, facilitating the movement of items around the site, and handling daily laundry collections and deliveries.
- Be diligent in their duties and ensure they follow procedures to keep themselves, their colleagues and school property safe and secure.
- Work cooperatively with colleagues to ensure the site is run efficiently.
- Undertake tasks requiring the use of manual handling techniques.
- Keep the management team up to date and informed about all allocated areas of responsibility and to report any significant problems as appropriate and within a reasonable time frame.
- Establish and maintain effective communication channels and efficient/effective working relationships with other colleagues, customers and third parties.
- Make use of appropriate equipment and facilities in order to complete duties in the most efficient and effective way.
- Ensure and promote the correct use and operation of machinery and equipment and report any breakdowns to Maintenance management.
- Ensure the security of the departmental vehicles, tools, machinery, buildings and equipment at all times.
- Complete all duties effectively, efficiently, accurately, and within allocated deadlines.
- Undertake appropriate training to ensure that skills remain up-to-date and commensurate with the first-class service required for this role.
- Assist in other areas of work within the School which are within your skills and capabilities, as reasonably requested.

Haileybury

Other requirements

Safeguarding and Child Protection

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

Health and Safety

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

Data Protection

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

Equality and Diversity

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

Code of Conduct

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

Haileybury

Person specification

Qualifications, Skills and Experience

Essential

- Full UK driving licence
- Good general level of education, to GCSE level or equivalent

Desirable

- First Aid Qualification
- SIA Security Training

Knowledge, Skills and Experience

Essential

- Proven experience working in either the facilities, security, domestic services or post-room sectors
- A sound knowledge of Health and Safety protocols
- Good literacy and numeracy skills
- Excellent customer service skills

Desirable

- Experience of working in a school or other educational environment

Personal Attributes

- Ability to communicate effectively with people at all levels in an organisation
- Highly organised with the ability to prioritise work to deadlines
- Ability to work in a team and individually
- Ability to work unsupervised and use own initiative
- Willingness to work flexibly when required
- Ability to maintain confidentiality with tact, diplomacy and discretion
- Conscientious, trustworthy and reliable





Haileybury

Benefits

Staff have the opportunity to utilise the School's wonderful facilities including fitness suite, tennis centre, and swimming pool, at certain times.

Staff are also provided with lunch within our magnificent dining hall.

Other benefits include cycle to work scheme, EV scheme, pension, and group life assurance.

Professional development and learning sit at the heart of the School, and the successful post-holder will be joining a vibrant intellectual community.

Our staff body is collegiate and supportive, and staff wellbeing is prioritised. The School has a full-time Health and Wellbeing Centre and Chaplain.





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Application process

To apply for the above position, please complete the application form in full, with reference to the job description and return it to **recruitment@haileybury.com** by **1 December 2026** at **12 noon**.

Please be aware that we cannot consider an application unless the application form has been filled in completely, including details of your full employment history.

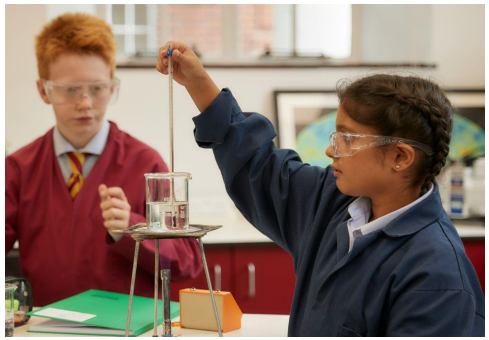
The School reserves the right to make an appointment before the closing date; candidates are therefore encouraged to apply as soon as possible.

The School has a diverse pupil body and is committed to its strategy of equal opportunity, diversity and inclusion. We encourage applications from candidates with a wide range of backgrounds to enrich our collective knowledge and experience. Appointments will be made on merit.

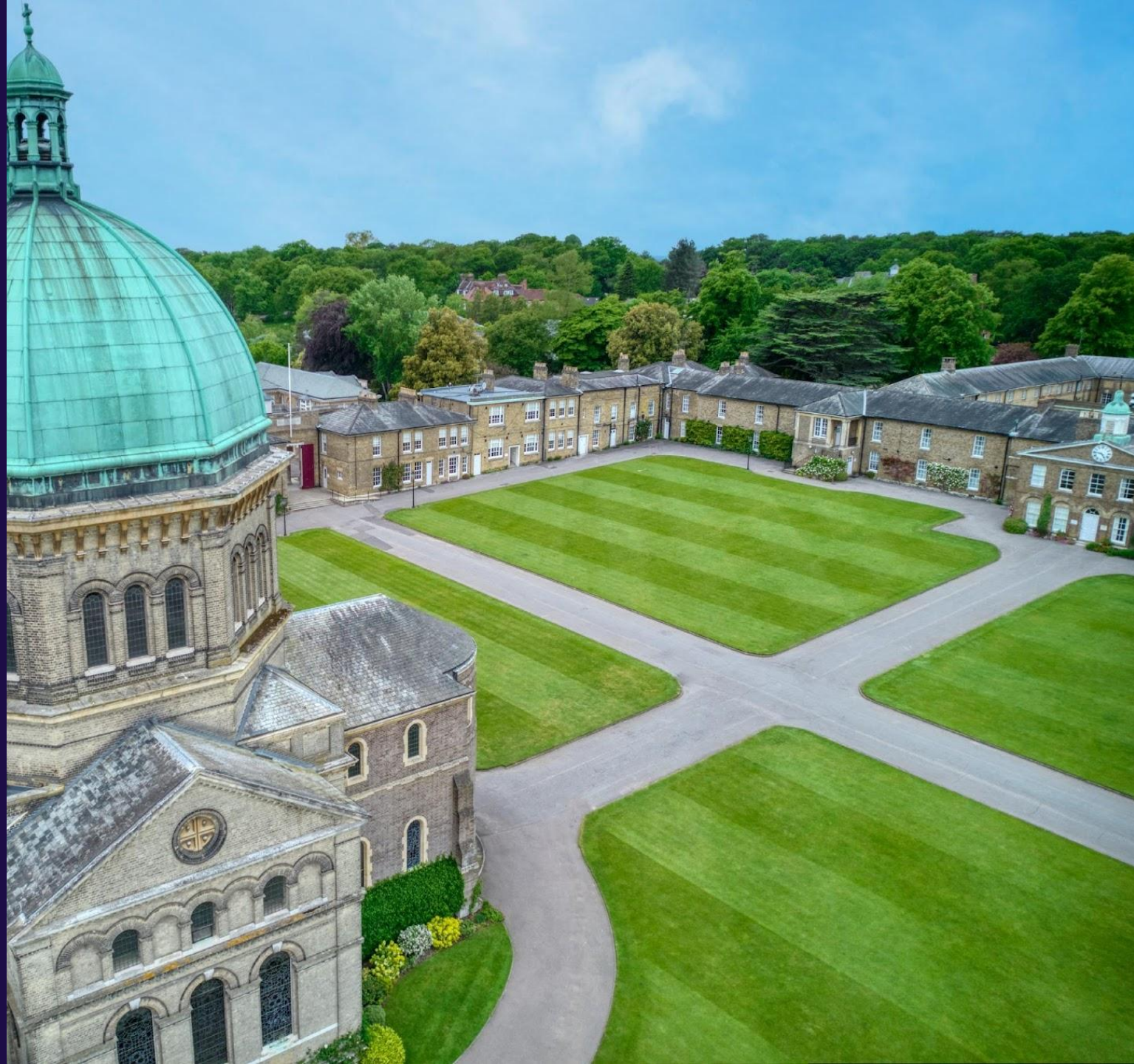
Haileybury is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants for the above post must be willing to undergo child protection vetting, including reference checks with previous employers, prohibition checks and a criminal record check via the Disclosure and Barring Service.







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