



**TRURO  
SCHOOL**

NURSERY | PREP | SENIOR | SIXTH



# **Information for Candidates**

## **Assistant Operations Manager**

March 2026

Full-Time / Permanent

Truro School, Trennick Lane, Truro, TR1 1TH

[www.truroschoo.com](http://www.truroschoo.com), [recruitment@truroschoo.com](mailto:recruitment@truroschoo.com)

Established in 1880, Truro School is Cornwall's leading independent schools for girls and boys aged 3 to 18

## A welcome from the Head



### Welcome to Truro School!

I am very proud of this community and believe it offers something exciting and empowering to the families and staff who join us.

Our School is steeped in 145 years of history and is Cornwall's only co-educational independent school for children aged 3-18. We are situated on two campuses. The Senior School educates around 800 pupils and is set within 40 acres of sports fields and open spaces overlooking Truro and its iconic Cathedral. The Prep School educates around 300 pupils and is located next to the Royal Cornwall Hospital. We have superb facilities and resources at both sites that support our forward-looking educational ambitions.

Our Cornish setting allows us the privilege of working in a thriving city surrounded by beautiful rural and coastal opportunities. Our educational philosophy is to promote inclusive excellence, academically, pastorally and via a vibrant co-curriculum, for all who join our School.

Underpinned by a welcoming and liberal Methodist ethos, we champion an education rooted in the values of curiosity, courage, creativity, compassion and confidence. We encourage our pupils to be and to become the very best of themselves, embracing the richness of a broad and forward-thinking education. We encourage our staff to be excited by what we provide for the children under our care.

Our school is large enough to offer many diverse and exciting opportunities, but small enough to know our children and families well. We champion an ambitious, broad and balanced education, and we hope that everybody who joins us will feel an important part of this flourishing community.

For a flavour of life here at Truro School please look at our website [www.truroschoo.com](http://www.truroschoo.com) and view our virtual tour, where you will find a glimpse of who we are and where we work, seeing and hearing from staff and pupils alike.

A handwritten signature in black ink that reads "Andy Johnson". The signature is written in a cursive, flowing style.

Andy Johnson (Head)

# The Role: Assistant Operations Manager

**Responsible to:** Operations Director

**Grade:** NT3 on the OPS Salary Scales

## The Purpose of the Role:

The Assistant Operations Manager will be directly responsible for providing effective and efficient organisation of administration within the busy transport, operations and estates departments. The role will involve managing the school's daily transport requirements and overseeing the school fleet, ensuring vehicles are safe, compliant, well maintained and available to meet operational needs. The postholder will take a proactive and hands-on approach to fleet operations, including carrying out regular vehicle inspections, arranging servicing and repairs, and driving school vehicles when required to support transport and operational demands.

## Key Responsibilities:

### Transport

- Coordinate all transport requirements and the use of school vehicles
- Requesting and recording Annual Drivers Declaration Forms from colleagues
- Arrange hire of additional vehicles ensuring value for money
- Ensure all drivers packs are prepared and updated with relevant documents
- Maintain accurate records
- Help scheduling of drivers for additional school trips.
- Produce and distribute trips and visits transport bookings on a weekly basis
- Maintaining costing spreadsheets of vehicle hires
- Responding to, and resolving, transport enquiries from customers (parents) and liaising with the Transport Booking System provider where required.
- Regularly checking the Transport Booking System to ensure that the information on the site is accurate.
- To check that driver vehicles logs are completed and report anomalies
- To manage staff vehicle permits and liaise with the caretaking team to ensure regular patrols of the car parks are carried out and cars without permits are recorded.
- To manage the filing of all vehicle and transport related documentation including reconciling monthly fuel receipts.

### Vehicle maintenance and checks

- To book MOT's; services; repairs; 10 weekly and 6 weekly checks for the vehicles.
- To ensure each vehicle is taxed
- To ensure Section 19 permits are in place in vehicles and replaced when due
- To drive the school minibuses to garages for inspections, servicing and repairs
- To deliver/ collect vehicles from each of the Truro School sites
- To complete the vehicle weekly inspections which includes:
  - Checking and refilling oil; adblue and windscreen wash
  - Checking coolant; brake fluid and steering fluid levels
  - Checking windscreen wipers
  - Checking tyre pressures and tread
  - Checking vehicles for damage

- Checking seatbelts
- Checking the fire extinguisher and first aid kit are in place and tagged
- Refuelling the vehicle
- Replacing lightbulbs when required
- Completing minor repairs (such as indicator covers)
- To clean the vehicles inside and out.
- To drive pupils and staff for local trips and home-to-school trips if required

### **Maintenance Helpdesk**

- Work closely with the Estates Director to oversee the maintenance helpdesk 'Every' and allocating jobs to the correct technician.
- Answering calls for maintenance tasks both reactive and non-reactive.
- Updating customers (colleagues) on the progress of jobs raised and monitoring progress.
- Flagging any jobs which have not been actioned in a timely manner to the Estates Director
- Managing the filing of compliance documents such as flick tests; fire alarm tests; flushing etc.
- Completing classroom; decorating and health and safety audits, recording and actioning findings – such as logging jobs on Every
- Overseeing key management – recording permanent and temporary key issues

### **Utilities**

- To work alongside the caretaking team to record monthly utility meter readings; log the reading with the provider and keeping an accurate record of the readings.
- To check utility invoices are accurate against the readings taken and process the invoices
- To liaise with the Schools energy broker when issues are identified with the invoices.
- To keep accurate records of invoices including usage, cost and meter reads.

### **Procurement**

- To raise purchase orders and place orders using the Schools accounts management system ensuring value for money. Items include maintenance equipment; uniform; cleaning supplies; servicing of equipment etc

### **Miscellaneous**

- Keeping accurate records of compliance servicing records including legionella; electrical testing; fire extinguisher; PAT testing; emergency light; gas safety etc.
- To manage the School trip phones – log requests and issue in preparation for trips
- Maintaining accurate leave and absence records for the Estates and Operations Teams
- Managing a key management log for keys issued to colleagues.
- Carry out other reasonable tasks as required for the effective and efficient running of the Operations Department
- To work closely with the Operations Manager at the Prep School supporting them where required and deputising in their absence with support from the Operations Director.
- Be prepared to drive school vehicles

## **Person Specification:**

### **Essential**

- Personable, with strong written and verbal communication skills
- Proficient in Microsoft Office, in particular Excel



- Valid and clean driving licence and willing to undertake training to achieve a D1 licence, if not already held, within 4 months of being appointed.
- Strong organisational skills with the ability to prioritise and manage workload
- The ability to multi-task and prioritise workload
- Proven ability to provide high quality customer service in a busy environment
- Excellent administrative and organisational skills
- Willingness to be flexible
- Ability to use your own initiative, and work as part of a team
- Sensitivity to the ethos of a Methodist foundation school
- An empathy and understanding of Independent Schools

#### **Desirable**

- Good understanding of vehicles and terminology used
- Proven experience of facilities management (transport/ maintenance)
- Proven experience of administrative roles
- D1 driving licence and experience of driving fleet vehicles
- Ability to work outside normal office hours

#### **ADDITIONAL**

- Truro School is committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment and behave accordingly. Although there is no direct responsibility for children, this role may involve contact with children or young people.
- This job description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.
- Any provisional offer of work will be subject to satisfactory completion of all necessary pre-employment checks, including an enhanced DBS check and written references. You will be unable to work until the necessary checks are completed.

*Truro School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening including checks with past employers and a Disclosure and Barring Service check.*

*We embrace diversity and promote equality of opportunity. We welcome applications from all sections of the community.*

*We would also welcome candidates who are looking for job share opportunities.*



# Truro School

## Our Motto

Esse Quam Videri, meaning 'to be, rather than to seem to be.'

Founded by Methodists in Cornwall in 1880 our School is a welcoming community in which children and adults can flourish, thrive and be happy. They enjoy being and becoming the very best of themselves.

## Our Values

From nursery through to Sixth Form, the values our community nurtures are:

- **Curiosity** to always want to discover and learn more, academically and more widely too.
- **Confidence** to build resilience by learning from both successes and failures alike.
- **Compassion** to understand and champion the needs of others, in our community and beyond.
- **Creativity** to be imaginative in how we express ourselves and approach new challenges.
- **Courage** to enjoy becoming the very best of who we are, with integrity and ambition.

## Our Ambition

To be a community of inclusion and excellence delivering the best educational journey in the South-West.

Our community and its culture reflect our Methodist foundation and our ongoing evolution in an inspiring Cornish setting. In an ever-changing world, we support and challenge young people to thrive – personally, spiritually, academically, socially, and physically. We value our pupils in the diversity of their identities, beliefs, abilities, talents, interests, backgrounds, and needs. The happiness, energy and wellbeing of our community shapes and inspires who we are and who we can become.

## Academic Life

Many of our pupils at Truro School celebrate exceptional results as they prepare to move on to the next stage of their lives, education and career. Our Upper Sixth pupils enjoy places at some of the best universities in the world including Oxford, Cambridge, and a range of Russell group and international universities.

47% of GCSE and iGCSE grades in 2025 awarded were 9-7 (or A\*/A), with 15% at grade 9.

In the same year, we were pleased to report 50% of A-Levels were graded A\*/A. Furthermore, 80 % of all A-Level grades were graded at A\*-B. In 2024, we were the leading provider of A Levels in Cornwall in terms of pupils achieving AAB or above in two facilitating subjects and in 2025 outcomes in this parameter are even higher.

Further information can be found here:

GCSE results: [www.truroschoold.com/senior-school/academic/results](http://www.truroschoold.com/senior-school/academic/results)

A Level results: [A-Level Results at Truro School Sixth Form | Independent School, Cornwall, UK](#)

## The Co-Curriculum

We believe that a rich co-curricular life is a key ingredient of an excellent education. Whilst having fun, participating in a wide range of activities, without academic pressures, pupils broaden their horizons and learn a new skill or extend existing skills. This develops confidence, self-esteem, teamwork and independent-thinking, communication skills and social development across all year groups.

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## Sport

Truro School has an enviable reputation for the high quality of its sporting provision. Several teams compete nationally and the School hosts elite sportspeople in the fields of windsurfing, fencing and sailing to name but a few. All abilities are welcome and every pupil is encouraged to participate and enjoy a healthy lifestyle.

## Music

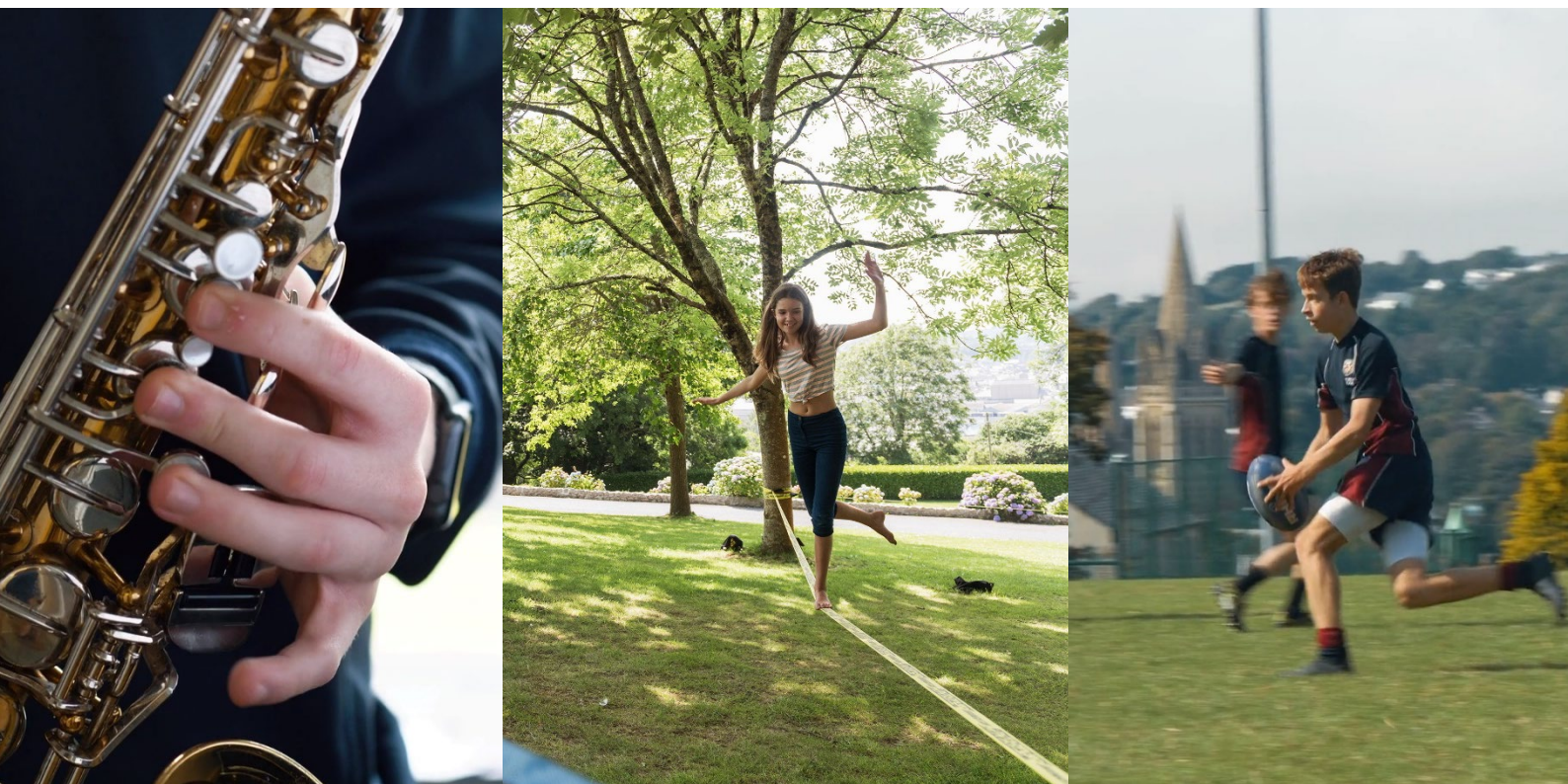
Truro School is one of the most busy and vibrant music departments in the country and is home to the Truro Cathedral choristers. We host over 60 concerts each year involving ensembles, choirs and bands. Tuition is available for numerous instruments. Over a third of our school undertake instrumental or vocal lessons each week from 30 of the county's top specialist teachers.

## Drama

Truro School is renowned for the quality of its drama productions which are held in our Burrell Theatre. The school runs a number of major productions throughout the year including an annual whole school play or musical, an annual sixth form drama project and the junior play in the summer term.

## Cornwall

Truro School is located in the county of Cornwall, in south west England. It is surrounded almost exclusively by water which makes it ideal for those who love to spend their downtime at the beach, surfing, sailing, windsurfing or just enjoying a coastal walk. With the nearest beach only a 15-20 minute drive either north or south from Truro School, it is most certainly a life style choice of many. Take a look at [www.visitcornwall.com](http://www.visitcornwall.com) for more information about how to get here, where to stay and what's on.



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## TERMS OF APPOINTMENT

If you are appointed to the role, a formal offer will first be made verbally and then followed up with an offer letter and contract of employment. The following are for guidance and may or may not be available at the time of offer. Benefits are subject to change from time to time.

- Competitive salary based on the Truro School Salary Scales
- L&G Defined contribution pension scheme
- Lunch and refreshments provided including fruit, tea and coffee
- Free membership of the Sir Ben Ainslie Sports Centre and pool facilities
- Free weekly fitness classes for staff only
- Salary sacrifice electric car scheme
- Access to a wide range of books, magazines and DVDs through the School library
- Free parking
- Discounted school fees
- Employee Assistance Program
- Cycle to Work scheme
- Employee benefits platform
- Continued Professional Development and training possibilities

### Appointment

The appointment will commence March 2026. This will be a permanent full-time position. Working all year round.

The working hours will be

- During term time: Monday – Thursday 8:45am – 5:15pm, Friday 7:45am – 4:15pm or 8:45am – 5:15pm – with a 1-hour unpaid break.
- During the holiday period: Monday – Friday 8:00am – 4:30pm (times can be flexible during holiday periods) – with a 1-hour unpaid break.

### Salary

The role is graded at NT3 on the OPS Salary Scales. The starting salary will be Circa £28,800 per annum.

### Pension Scheme

Truro School complies with its legal obligations to provide access to a pension scheme. Operational, Professional and Support (OPS) staff have a pension via L&G whereby the employee contributes a minimum of 5% to their pension and the school will make a 10% contribution.

### Employee Assistance Program/Employee Benefits Platform

Truro School utilises Help@Hand as our EAP provider so all employees have access to a 24/7 helpline and website support. In addition, this platform gives access to hundreds of discounts, offers and savings from high street retailers to holidays, Marks & Spencer to Bloom & Wild.

### Other Employment Checks

The offer of employment will be conditional upon satisfactory receipt of the following;

1. Proof of right to work in the UK
2. Enhanced criminal background check (DBS) & Barred List check
3. Two satisfactory references
4. Evidence of qualifications held
5. Overseas criminal record check (if you have resided or worked out of the UK in the past 3 years)
6. TRA and section 128 check (if applicable)
7. Fit to Work Questionnaire
8. Acceptable self-disclosure form





## APPLICATION PROCESS

To apply for this position, you will need to complete and submit a formal application using our Truro School application form. We are unable to accept any CVs. This should be emailed to [recruitment@truroschool.com](mailto:recruitment@truroschool.com) or mailed to the School address.

Through the submission of your application form you should demonstrate your qualifications, skill, and experience in relation to the role you are applying for. This information will be assessed against the requirements detailed in the job description.

Once the closing date for applications has been reached we will shortlist applicants and you will be contacted in order to either be invited to interview or to be notified that you have not been successful this time. Our shortlisting process utilises anonymised application form in order to avoid any bias. If you are called for interview you will be asked to provide your right to work in the UK evidence, complete a self-disclosure form and a provide a copy of your qualifications. Additional selection methods such as preparation and delivery of a lesson, a presentation or activities/tasks may be used and you will be notified in advance if that is the case.

References may be taken up prior to interview.

All applicants must be prepared to have a Disclosure and Barring Service (DBS) check and undergo any other appropriate child protection screening including checks with past employers.

The post for which you have applied is exempt from Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, amended 2013. If you are shortlisted and invited to interview, you must declare any relevant warnings, reprimands, cautions and/or convictions by completing a self disclosure form prior to interview. Any positive disclosure will be discussed at interview.

Any information given will be treated in strict confidence and will be considered only in relation to your application for this post. Truro School does not discriminate against candidates with irrelevant criminal convictions. For further information on which offences should be disclosed please visit:

<http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf> and/or view the flowchart on our employment webpage.

Candidates who have a disability or any other special requirement should let the school know so that reasonable adjustments can be made during the recruitment process.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or Department for Education.

**We look forward to receiving your application.**

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