



# Operations Administrator

To start in post as soon as possible.





## The Role

We are seeking a highly organised, proactive and detail-oriented Operations Administrator to join Strathallan in a varied and rewarding role supporting the delivery of operational services across our busy and ambitious school community. Working closely with the Operations and Estates Manager and wider Operations Team, this position offers an excellent opportunity to contribute to the smooth day-to-day running of key operational functions across the School.

The successful candidate will provide high-quality administrative support across a range of areas including Estates, Catering, Domestic Services, Transport, Events, Health and Safety, and wider operational administration. The role requires someone who can manage competing priorities, maintain accurate systems and records, and support the efficient delivery of operational services across campus.

Strong organisational, communication and interpersonal skills are essential, alongside the ability to work collaboratively, demonstrate initiative and respond positively within a fast-paced environment. The successful candidate will be adaptable, professional and committed to delivering high standards of support across the School.

This role would suit an individual looking to develop a career within operations, facilities management or school support services. Previous experience within an administrative or operational environment is essential, with experience supporting compliance processes, maintaining accurate records and coordinating administrative systems viewed favourably. Whilst experience within an educational environment would be advantageous, we welcome applications from candidates with strong organisational and administrative experience from a range of professional backgrounds who are keen to bring their skills into a dynamic and purpose-driven environment.

## Strathallan School

Strathallan School is a leading co-educational boarding and day school with an outstanding reputation for academic excellence, sporting achievement, and creativity in the arts. Situated in the beautiful Earn Valley, the School occupies a self-contained wooded estate of 150 acres on the edge of the village of Forgandenny. Perth is a short drive away, and convenient motorway links provide easy access to Edinburgh, Glasgow and the Scottish Highlands.

The campus combines traditional architecture with modern, purpose-built facilities. The main building, a Grade B listed property, was originally a private mansion and became home to Strathallan in 1920 when the School moved from its original 1913 site.



Strathallan's dedicated teaching and support staff work collaboratively across a range of departments including Administration, Finance, Domestic Services, Human Resources, Estates, Grounds, IT, External Relations, Catering, and Medical. Each department plays an integral role in ensuring the smooth and effective running of the School. The Head of each department (with the exception of External Relations) reports to the Bursar, while the Director of External Relations, like the Headmaster & CEO and the Bursar, is a member of the School's Executive. The Executive Team also includes the Head of Senior School and the Head of Prep School, all of whom work together to ensure the effective leadership and strategic direction of Strathallan. Collectively, the Executive are accountable to the Board of Governors for all aspects of the School's operation and development.

# Key Responsibilities

The role will support the effective day-to-day running of operational services including, Estates, Catering, Domestic Services, Transport, Events, Health and Safety and general operational administration. The post-holder will play a key role in ensuring systems, records, communications and processes are maintained efficiently and professionally as well as supporting the Estates & Operations Manager with general administration.

The role is expected to include , but is not limited to, the below key responsibilities:

## **Operations Administration**

- ◇ Provide administrative support to the Operations and Estates Manager, and the wider Operations Team.
- ◇ Support the smooth day-to-day running of operational services across the School.
- ◇ Maintain accurate electronic and paper filing systems.
- ◇ Produce reports, spreadsheets, and operational documentation as required.
- ◇ Assist with departmental correspondence, communications, and record keeping.
- ◇ Provide wider administrative support to the School's administration team when required.

## **Estates and Facilities Support**

- ◇ Assign, monitor, and track tasks through the School's estates management/helpdesk systems.
- ◇ Raise and process maintenance and operational requests as required.
- ◇ Liaise with contractors regarding site access arrangements and maintain accurate contractor records.
- ◇ Assist with the administration of planned maintenance and operational works.
- ◇ Support the coordination of operational activities and events across the campus.

## **Access Control and Security Systems**

- ◇ Programme, issue, maintain, and monitor staff, pupil, and visitor access cards and associated systems.
- ◇ Maintain accurate records relating to access permissions and security systems.

## **Bookings and Event Administration**

- ◇ Process internal booking requests and associated operational requirements.
- ◇ Assist in coordinating operational support for school events and activities.
- ◇ Liaise with relevant departments to ensure operational arrangements are communicated effectively.

## **Catering and Operational Reporting**

- ◇ Track, collate, and maintain catering numbers and associated operational data.
- ◇ Assist in the preparation of operational reports, statistics, and management information.

## **Compliance Administration**

- ◇ Process departmental HR-related paperwork and maintain confidential records as required.
- ◇ Update, reformat, process, and distribute operational policies and documentation as directed.
- ◇ Assist with maintaining operational records relating to health and safety, training, and compliance requirements.

# Who are we looking for?

## Qualifications/Attainment–Essential:

- ◇ Strong general education, with evidence of good literacy and numeracy skills.

## Qualifications/Attainment–Desirable:

- ◇ A recognised qualification in administration, business support, facilities management or a related field.
- ◇ An interest in developing a career within operations, facilities management or school support services.

## Skills and Experience– Essential

- ◇ Previous experience in an administrative or office-based role.
- ◇ Experience managing and prioritising a varied workload effectively.
- ◇ Experience maintaining accurate records and handling confidential information.
- ◇ Excellent organisational and administrative skills with strong attention to detail.
- ◇ Competent IT skills, including Microsoft Office applications such as Word, Excel, Outlook and Teams.
- ◇ Ability to manage competing priorities, use initiative and work effectively both independently and collaboratively.
- ◇ Strong communication and interpersonal skills.
- ◇ Good problem-solving skills and the ability to maintain accurate records and reports.

## Skills and Experience – Desirable:

- ◇ Experience of working within an educational environment.
- ◇ Experience within operations, facilities management, education or a similar environment.
- ◇ Experience supporting operational or facilities-related activities.
- ◇ Experience using helpdesk, estates management, booking or task management systems.
- ◇ Experience supporting compliance processes and maintaining operational or health and safety records.
- ◇ Awareness of health and safety processes and procedures.

## Personal Characteristics–Essential:

- ◇ Professional, reliable and approachable manner.
- ◇ Positive, proactive and flexible approach to work.
- ◇ Ability to maintain confidentiality and handle sensitive information appropriately.
- ◇ Commitment to delivering high standards and supporting the wider School community.
- ◇ Ability to build positive working relationships and respond positively to changing priorities.

# Terms of Appointment

## Remuneration

- ◇ The salary for this role is £24,544 per annum.

## Hours of work

- ◇ This is a part-time position working 32 hours per week, with flexibility around how these hours are structured to support both the needs of the School and the successful candidate where possible. This would be discussed at interview.
- ◇ Whilst the working pattern can be discussed, there may be an occasional requirement for flexibility in working hours to support operational requirements and wider School activities.

## Pension Scheme

- ◇ A contributory pension scheme with an employer contribution of 4%.

## Occupational Sick Pay

- ◇ Occupational sick pay following the first year of service.

## Benefits

- ◇ On-site parking.
- ◇ Death-in service cover.
- ◇ Free lunch during term-time.
- ◇ Discounts in 100's of retailers.
- ◇ Cycle to Work Scheme.
- ◇ Blue-light card eligibility.

## Other Information

- ◇ Any offer of employment will be subject to Safer Recruitment checks, including suitable clearance through Disclosure Scotland's PVG scheme, the receipt of two satisfactory professional references and proof of the Right to Work in the UK.

## Application Process

- ◇ Further details of the school are available on the School's Website [www.strathallan.co.uk](http://www.strathallan.co.uk)
- ◇ If you would like to apply, please submit your application online by Sunday 14th June 2026. The interviews will be arranged shortly after.
- ◇ For any queries regarding the role or the application process, or to arrange an initial conversation, please contact us at: [hr@strathallan.co.uk](mailto:hr@strathallan.co.uk).



STRATHALLAN  
SCHOOL

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Opportunities for *all* to excel

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