

## Partnership Operations Officer

We are seeking a highly organised and motivated Partnership Operations Officer to play a pivotal role in the smooth running and strategic development of our alliance. This is an exciting opportunity to work alongside headteachers and school leaders to support partnership-wide priorities and ensure that our schools can focus on what matters most—delivering excellent education for every child.

You will:

Coordinate the operational delivery of CPD, school improvement projects, and events across the partnership.

Maintain up-to-date records, track progress, and provide impact reports.

Lead the organisation of key events such as training sessions, conferences, equalities audits, and student leadership workshops.

Develop and manage effective communications, including newsletters, updates, and digital content.

Support budget monitoring, shared procurement opportunities, and grant funding bids.

Facilitate collaboration across schools, liaising with the local authority and other partners.

**Salary:** (SO1/2 points 23-28). Part-time actual starting salary £14,915.88

**Hours:** 18.5 hours per week/ 45.05 weeks per year

**Contract:** Part-time / 1 year contract

**Location:** Based across Thrive Together Schools Alliance partner schools (Brighton & Hove)

**Reports to:** TTSA Headteachers

**Closing Date:** Friday 26th September 2025 9am

**Interview date:** Wednesday 1st October 2025

**Link to job specification:**

 School Partnership Officer Role.docx.pdf

## About You

We are looking for someone who:

Has experience in education, operations, administration, or project management.

Is highly organised with excellent communication and interpersonal skills.

Can manage multiple priorities in a dynamic environment.

Brings confidence with digital tools (Google Workspace/Microsoft Office, project management platforms).

Share our values of collaboration, inclusivity, and high expectations.



Brackenbury Primary School



## About Us

The Thrive Together Schools Alliance (TTSA) is a dynamic collaboration of schools across Brighton & Hove, united by a shared commitment to ensuring that every child thrives and every educator excels. We believe in the power of working together—sharing expertise, resources, and innovation to achieve more for our pupils, staff, and community than we could alone.

Our work spans ten key strands of school life, including leadership, curriculum, pedagogy, SEND, student leadership, attendance, equalities, safeguarding, finance, and community engagement. By connecting schools, staff, and students, we are shaping brighter futures through collaboration, generosity, and shared ambition.

## Why Join Us?

This role offers the chance to be at the heart of an ambitious and outward-facing partnership that is making a real difference to children's lives. You will work with dedicated leaders across a range of schools, from large primaries to specialist provisions, contributing to innovative projects and shaping the future of education in Brighton & Hove.

## Want to Find Out More?

For an informal chat, please contact Honor Grear at Varndean on 01273 561281 or email [honorgrear@varndean.co.uk](mailto:honorgrear@varndean.co.uk)

## How to Apply

Please complete the application form and return it to [honorgrear@varndean.co.uk](mailto:honorgrear@varndean.co.uk)



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