

**Director of Operations**

* Grade 14 SCP 37-38 - £40,876 to £41,881
* 37 hours per week
* Permanent Post
* All Year Round
* Required by 1st December 2021 or as soon as possible thereafter

Christ Church CE Multi-Academy Trust (established in 2017), is seeking to appoint an inspirational individual to play a key role in developing and leading the Trust, ensuring we deliver operational excellence in our schools and in the Trust’s Central Services Team. Principally based at the Trust Offices at St John’s Church of England Primary School.

Naturally engaging, your vision of how services can be transformed combined with your highly developed influencing skills and a successful delivery track record will be underpinned by personal resilience and ability to thrive in a high-profile leadership role. You will already hold a significant administrative role and have a credible track record in an educational or vocational setting. You will enjoy being part of an ambitious, highly motivated team.

The main purpose of this role is:

* To be responsible for the day to day management of financial and HR functions, school administration, catering, IT and estate management; ensuring staff conform to any central policies and procedures and systems as directed by the Trust’s Central Services Team.

The post holder will be a person who:

* Is a great team player, friendly and professional.
* Is highly motivated, systems minded and able to put strategy into action
* Possesses relevant qualifications and have had experience in a similar environment
* Is a strategic leader who is able to bring out the best in others and lead line managers to successfully drive improvements in their teams.
* Actively shares what works well and seeks to explore ways to improve their own and others’ practice
* Is able to work independently under pressure and to deadlines
* Has excellent interpersonal and communication skills able to form positive, professional and empathetic relationships with colleagues and stakeholders
* Demonstrates personal integrity, confidentiality and professionalism and role models those personal qualities we expect to see from our colleagues.
* Has the ability and willingness to work flexibly to meet the demands of the role, including the ability to work at any of our schools in the Trust when asked

In return we can offer:

* A supportive and encouraging staff team
* Support with your professional development
* A laptop, iPad and mobile phone to use whilst in employment
* 24/7 access to SAS Health & Wellbeing Services

If you would like a confidential, pre-application discussion, please contact the Trust Lead, Mr Ian Young, at [i.young@ccmat.co.uk](mailto:i.young@ccmat.co.uk)

To apply please send:

* A completed Christ Church CofE Multi-Academy Trust application form, including names, positions, organisations and telephone contact numbers for at least 2 referees (preferably your most recent employer(s)). Please indicate clearly If you do not wish referees to be approached without your prior permission.
* A short (no more than 2 A4 pages) statement highlighting your motivation for the role as Director of Operations and how your experience and achievements match the requirements of this position.

Applications should be submitted to [recruitment@ccmat.co.uk](mailto:recruitment@ccmat.co.uk)

Shortlisted applicants will be contacted within 48 hours of the closing date to be invited for interview. If you are not contacted within two weeks of the closing date, please assume that your application has been unsuccessful on this occasion.

The Trust has an Equal Opportunities policy. If you consider yourself to be disabled, please state the nature of your disability, giving details of how we can accommodate your needs should you be selected for interview and subsequently appointed.

In accordance with the Data Protection Act, the details provided in the application form will be used for selection and interview procedures and for employment records if your application is successful. A copy of our Recruitment Privacy Notice can be found on The Trust’s website. Safer recruitment practice will be followed at all times.

Employees of Christ Church CofE Multi-Academy Trust have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and ensuring that they are protected from harm.

Prior to taking up the appointment, the successful candidate, will be asked to provide documentary evidence (including National Insurance Number) showing their entitlement to work in the UK.

Appointment is subject to an enhanced DBS and Declaration of Health Check.

***Closing Date for Applications***: **Noon on Friday 1st October 2021**

***Shortlisting***: **Monday 4th October 2021**

***Interview Date***: **W/c - Monday 11th October 2021**