



Application Pack and Job Description Director of Operations



Ivy Education Trust Director of Operations

Ivy Education Trust is seeking to appoint a Director of Operations. The role presents a unique opportunity to work with a supportive team in a newly expanded multi academy trust.

The Director of Operations is a key member of the executive team and will contribute to delivering the Trust's strategic aims, through the development of the Trust's central services to meet statutory requirements and support continuous improvement and growth. The Director of Operations will ensure the Trust's buildings and facilities provide an effective and high-quality learning environment for all staff and pupils. Areas will include estates and facilities management, development and implementation of all capital build projects including sustainability planning, wider stakeholder relationship management with key government agencies and the development of effective central infrastructure functions across all Trust schools.

The Ivy Education Trust is committed to providing a broad, balanced and ambitious curriculum in all its schools so all children and young people develop the character and qualifications needed to open doors to their future success. A strong focus on developing and providing inspirational teaching and leadership in all schools, through school-to-school improvement, ensures outstanding progress and educational enjoyment for all members of the partnership's community.

The unique character of each school is celebrated and nurtured to ensure choice and variety in educational provision. The Trust is determined that all children should be able to attend a good or better school regardless of where they live.

Our mission is to improve life chances for every child and young person we serve, through broadening their opportunities and enabling them to reach their full potential. We support and all members of our learning community to dream big, aim high, and achieve more than they ever thought was possible. If you share these visions and aspirations, then we very much welcome your application for this post.

Application forms and further information are available from our website, www.ivyeducationtrust.co.uk or via email to Scott Deeming, Chief People Officer on scott.deeming@ivyeducationtrust.co.uk

Completed application forms should be sent to people@ivyeducationtrust.co.uk

Closing date for applications is Wednesday 29th March 2023 at 09:00. Interviews will be held on Tuesday 18th April 2023.

Job Description

Job Title:	Director of Operations
Location:	Trust Office, TQ14 9HZ
Responsible to:	Chief Executive Officer
Salary:	L14-L19
Contract:	Permanent. Full-time. All Year Round
Start Date:	01 June 2023 or as soon as possible

Liaising with:

- Chief Executive Officer
- Trust Executive Team
- Trust Central Team
- Headteachers
- School Leadership Teams
- Trustees/Local Governors
- External agencies such as Local Authority, ESFA and Regional Schools Office

Main Duties:

Estates Management

- To develop and implement a Trust Asset Management Plan for the Trust land and buildings, in liaison with Headteachers and the Trust Executive Team
- To develop and implement a Trust Sustainability Plan to ensure all schools are carbon neutral by 2030.
- To manage the annual capital allocation to the Trust, ensuring it is directed effectively
- To provide effective and efficient leadership to ensure the Trust's sites are maintained to a high standard and comply with all relevant legislation
- To develop the strategic planning and development of the Trust's sites and be proactive in identifying the most appropriate solution to the developing needs of the schools within the Trust
- To carry out the management of condition surveys across all Trust sites
- To lead the sourcing, monitoring, procurement and management of contractors and suppliers for estates management and capital projects

Health and Safety

- To implement and manage compliance management systems across all Trust sites
- To liaise with external agencies who provide the Trust's H&S audits and oversee action plans
- To manage Trust policies and guidance regarding H&S
- To ensure Asbestos Management Plans are in place for all Trust sites

Central infrastructure

- To lead on the trust wide admissions process, in consultation with the Devon Admissions Team
- To manage the internal provision for catering for Trust schools, including quality of provision and student nutritional standards to maximise the uptake of school meals.
- To manage the service level agreements for catering provision provided by Ivy Educational Services Ltd to local primary schools.
- To lead on the external catering provisions for Trust schools.

- To develop a marketing strategy for the Trust, promoting the schools, to help them maximise pupil numbers and increase them where possible
- To ensure that the infrastructure is in place to provide the best methods for promoting the Trust and its schools.

Project Management

- To lead on Trust wide priority projects, linked to the Strategic Plan and School Improvement Offer
- To manage capital projects from inception to completion, ensuring they are appropriately specified, delivered on time, on budget and meet the expectations of the Trust
- To manage external consultants required for projects
- To monitor expenditure, forecasting and reporting, to ensure all projects are delivered on budget
- To be responsible for ensuring projects are delivered with minimal disruption to schools and report progress to stakeholders
- To prepare bids for project funding within the Trust and through external agencies
- To prepare progress reports for the Trust Board on projects, as required

Wider stakeholder relationship management

- To effectively liaise with external agencies such as the ESFA, Regional Schools Office and local authority
- To work with the Trust Members, Trustees and Governors to ensure they are both supported to carry out their roles and working effectively for the schools in the Trust
- To work with all stakeholders in the wider learning community to promote the values and aims of the Trust

Other duties

- To line manage central team members
- To manage professional development, appraisals and CPD of their team
- To provide leadership and guidance for staff on all relevant matters
- To undertake training as required
- To be an integral part of the Trust and its communities
- Actively promote school and Trust policies and procedures

The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Chief Executive Officer or Trust board.

Person Specification

Criteria	Essential	Desirable
Qualifications		
Degree or national certificate or appropriate experience at a senior level	✓	
Health and Safety qualification		✓
Leadership and management qualification		✓
Professional experience and knowledge		
Leading and motivating teams, particularly through periods of change	✓	
Experience in managing a positive health and safety culture	✓	
Proven ability to manage and prioritise workloads working within tight budgets and timescales	✓	
Ability to contribute effectively at a senior level to assist in shaping and developing the organisation for the future	✓	
Implementing and driving efficiency measures	✓	
Ability to engage with partners and stakeholders to deliver both joint and organisational aims	✓	
Costing of works and assisting with preparation of annual budgets	✓	
Monitoring/forecasting expenditure against budget	✓	
Preparation and analysis of tender documents		✓
Preparing and managing contracts		✓
Use of accounting software		✓
Emergency responses		✓
Personal aptitudes, qualities and skills		
Highly motivated, dependable, open and reliable	✓	
Excellent verbal and written communication skills	✓	
A positive, proactive and innovative approach to tackling and solving problems	✓	
Commitment and loyalty to the organisation and its aims	✓	
Depth of character, presence and mature leadership skills	✓	
Sound organisational ability	✓	
Presentational skills both verbal and written (report writing)	✓	
People management skills; leading, motivating, mentoring, restoring efficiency, disciplinary	✓	

Criteria	Essential	Desirable
Maintenance of the aim; ability to prioritise effectively while under pressure	✓	
Able to identify, define and quantify risk	✓	
Able to exercise independent judgement, reasonable care, skill and diligence	✓	
Full driving licence required	✓	
Required to travel regularly to other offices and sites	✓	
Understanding of safeguarding issues and promoting the welfare of children and young people	✓	

Ivy Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are expected to undergo Disclosure and Barring and employment checks.