



Katesgrove Primary School

Southcote Primary School



Head of Operations

Information for Candidates







The Kennet Federation is seeking to appoint a Head of Operations to work across both Southcote and Katesgrove Primary Schools. This will be a full time role, and will report to the Executive Headteacher.

Please see below for further details about the role and the application process.

The closing date is **Sunday 30th March 2025**, with interviews being held on **Thursday 3rd April 2025**.

Welcome from Lisa Telling, Executive Headteacher

Thank you for your interest in The Kennet Federation.

We are a large primary school Federation in the heart of Reading, made up of two, three-form entry schools. Our Governing Board and Senior Leadership Team work across both schools, and there is strong collaboration from other staff throughout the Federation. We are currently also providing executive leadership for Blagrave Nursery School in Tilehurst and the Head of Operations regularly works with staff there to support development of processes and procedures.

Our non-teaching team has grown organically since the inception of the Federation in January 2018, and we require a senior leader to manage the functions of the schools' business team and the organisation of non-teaching staff.

The Federation needs to have strong and inspirational leadership in the non-teaching function which will support the Executive Headteacher to maintain financial security and present opportunities for future expansion. In order to facilitate handover from the current Head of Operations, the role will commence from July 2025 (or earlier if possible) allowing co-working until the end of the summer term.

I hope you will be inspired to apply for this position, as we believe that working at The Kennet Federation is a wonderful way to have a direct and positive impact on many children's lives and futures.

Please do get in touch if you wish to have an informal conversation about this role.

I look forward to hearing from you.

Lisa Telling







Purpose

The Head of Operations is a key member of the Federation Senior Leadership Team and has a high level of influence. The post holder provides dynamic leadership, strong management and clear direction across all non-academic services within the Federation. Responsibilities include management of the Federation's day to day resources including finance, facilities, properties, health and safety, risk, commercial and administrative services. The Head of Operations is responsible for managing and developing all aspects of the resources in these areas including the people and projects, preparation of management information, and monitoring of performance against targets. The post holder will establish structures and policies that promote the Federation's culture and vision and will develop strategies to allow the Federation to become more effective, freeing up other senior leaders to deliver the education imperatives.

Financial Accountability

The post holder has full accountability for the performance of the Federation revenue and capital budgets across The Kennet Federation, which total in excess of £8m, and includes accountability for the Voluntary School Funds in addition to this. These figures rise annually.

The post holder has full accountability for the HR function for all staff across all sites in the Federation which total in excess of 200 staff.

The post holder has direct responsibility for the teams within the operations function including the schools' team, finance team and premises team. The operations team comprises in excess of 40 staff across all sites in the Federation.

Main Duties and Responsibilities

- In collaboration with the Executive Headteacher and members of the Senior Leadership Team (SLT), lead, oversee and advise on the allocation of human and physical resources across the Federation, to include central services and staffing, procurement, SLAs and contracts
- Promote a culture of sustainable, evidence-based financial planning with due consideration for regulatory requirements. Take a lead role in the monitoring and oversight of financial performance within the Federation. Determine appropriate approaches to internal control procedures across all areas







- Ensure that key strategic decisions are taken with a full understanding of the financial implications in the decision-making process. Critically evaluate financial information and use professional judgement to inform proposals and recommendations
- Ensure effective and proactive financial performance monitoring. Prepare and explain key financial documents. Use financial data to support strategic plans and investment decisions
- Overall responsibility for all financial risk management using proportionate measures and systems to limit and, where possible, eliminate financial risk and fraud
- Implement procurement strategy and processes identifying efficiency opportunities to ensure best value is achieved
- Lead on business continuity planning
- Use information from a variety of sources to develop short, medium and longer-term plans related to funding, pupil numbers, future growth, salaries, premises costs and inflationary pressures
- Set the direction for effective and efficient financial administration across the Federation
- Lead teams to maintain or enhance the delivery of operational services to the Federation
- Champion an inclusive leadership style that enables wider collaboration and develops the Federation's capability in readiness to respond to new opportunities and challenges
- Oversee the federation's risk management strategy, including impact analysis and risk mitigation arrangements
- Use a range of information sources to inform future strategic plans, including internal data, local intelligence and developments in education policy. Produce the required analysis and financial modelling for proposed strategic development plans
- Promote a culture of continuous improvement, where appropriate change and innovation are embraced
- Ensure up-to-date and compliant safer recruitment practice is in place, SCR is completed and all DBS disclosures are appropriately followed up by relevant senior leaders. Demonstrate an understanding and ability to apply KCSIE and any other future equivalent statutory requirements
- Lead on workforce planning activities, identifying opportunities to maximise retention and recruitment through alternative working practices
- Lead the development of staff management strategies that support the Federation's vision and strategy, ensuring all strategies, contractual documents, plans and policies are in line with legislation, including GDPR. Understand relevant and current employment (including diversity) and data protection law and any proposed changes
- Manage the estate strategy and implement an asset management plan to develop the best and most effective use of Federation estate resources







- Manage the development, review and evaluation of estate expansion and capital improvement plans
- Lead on the development of the Federation health and safety policy ensuring compliance with guidance and regulations set by the local authority, Department for Education, Health and Safety Executive, Public Health England and other relevant agencies
- Lead and oversee the marketing and communications strategy to meet the Federation's strategic priorities and to ensure effective communication of its values and vision
- Develop business cases for securing funds through successful grant applications and bid submissions to support the Federation's strategic plans
- Lead on the development of processes, procedures and controls to mitigate the risks associated with income generation activities
- Oversee the Federation's risk management strategy, including impact analysis and risk
 mitigation arrangements. Work closely with governors in understanding and minimising the
 Federation's exposure to risk. Understand how to lead the development and implementation
 of clear processes for dealing with adverse events, ensuring best practice procedures are
 adopted

The Head of Operations should demonstrate essential professional characteristics, and in particular will:

- Inspire trust and confidence in colleagues, pupils, parents and suppliers
- Build team commitment with colleagues
- Demonstrate practical skills and innovation to improve the Federation's facilities and practices
- Contribute to the development and/or implementation of Federation policies
- Be agile, resourceful, decisive and emotionally intelligent and able to lead and work collaboratively
- Act with integrity, objectivity, professional competence and due care, maintaining confidentiality and professional behaviours at all times

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description will be reviewed regularly to reflect the plans, growth and development of the Federation.









Conditions of Service

The hours of work are 37 hrs per week, year round. Some remote working will be possible.

There is an entitlement to 25 days annual leave, increasing to 30 days after 5 years' service and to 33 days after 10 years' service.

Salary will be negotiable within the range for the position depending on experience and qualifications, and will be entitled to join the Local Government Pension Scheme.

The role has been graded at RG9b, scale points 45-48 and attracts a salary of £54,971-£58,788 plus benefits. Please talk to the school for further information.

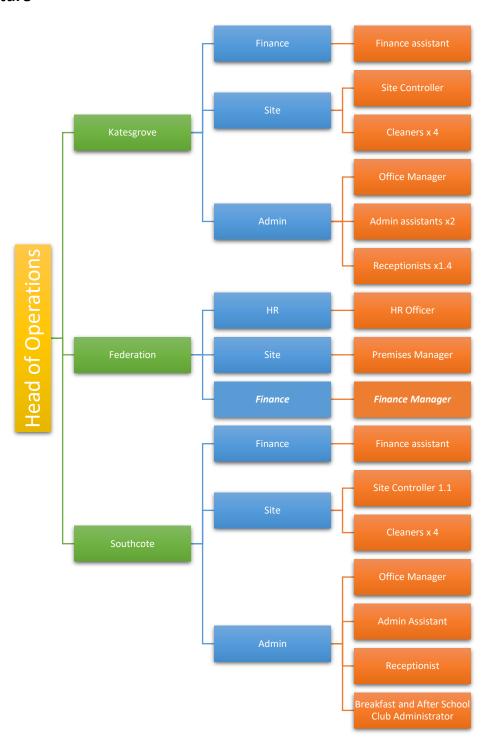








Team Structure









About the Federation

The Kennet Federation is made up of two large, three form entry maintained LA primary schools. There are more than 1300 children on role and over 200 staff. The Federation is also providing strategic leadership for Blagrave Nursery School during the 2024-25 academic year.

Katesgrove Primary School is based in the centre of Reading and has a large multi lingual, multi ethnic population and is recognised as one of the most diverse schools in the country. The school welcomes pupils from Nursery to Year 6 and is split across four separate buildings on a large urban site. The buildings range from old Victorian through to modern, which were built in 2013 as part of the Local Authority school expansion project. The site is multi-level with car parking. The school outsources its catering and some of its cleaning as well as its Breakfast, After School and Holiday Club provision. There is a Site Controller on site managed by the Federation Premises Manager.

Southcote Primary School is based in the west of Reading and has a multi ethnic population. The school welcomes pupils from Foundation to Year 6 on a large six and a half acre site. The building is a mixture of single and double storeys that was built in the 1950s with a new extension built in 2014 as part of the Local Authority school expansion project. The school benefits from a large organic garden, a large playing field and a teaching pond. We also have a swimming pool which is in need of refurbishment that we hope to return to a usable condition for the benefit of both the school and local community. The school outsources its catering and some of its cleaning. We run our own Breakfast and After School Clubs and outsource the provision of a Holiday Club. There is a Site Controller on site managed by the Federation Premises Manager.

The Federation has a significant number of staff members that work at both sites. These include the Executive Headteacher, Head of Operations, Finance Manager, Schools' Manager, Premises Manager, HR Officer, Designated Safeguarding Lead and the IT Technician. We also share the same Educational Psychologist and designated provider of IT.

The Federation shares one Governing Body and operates separate school budgets totalling over £8 million.

More information about the schools can be found on each school's website:

https://southcoteprimary.co.uk/

https://www.katesgroveprimaryschool.co.uk/







What we can offer you

The Kennet Federation is a rewarding place to work, with dedicated staff and high aspirations for all children. It offers a varied curriculum and a strong sense of community.

Our non-contractual benefits include:

Pension – membership of the generous Local Government Pension Scheme

Death in service benefit – in addition to the pension scheme, staff are entitled to the death in service benefit scheme offered by the Local Government Pension Scheme

Childcare vouchers – we participate in the government's childcare voucher scheme

Cycle to work scheme – this is offered under the scheme from Reading Borough Council

Team Reading Rewards – a range of discounts and benefits from Reading Borough Council

Drinks and snacks – tea, coffee and biscuits are available to all staff throughout the day

Lunch – available to purchase

Laptop – this role includes a laptop that will be loaned for the duration of the contract, for use in the office and at home

Car parking – staff may park in the school car parks, including at weekends

Counselling – staff have access to a 24 hour telephone counselling helpline

Continuing professional development and training – there is a full annual CPD programme for all staff, and professional development is very much encouraged. There is strong support available for all staff and bespoke training can be organised if required

Staff room – both schools have a friendly staff room, where all members of staff can spend time during breaks

The above non-contractual benefits are currently available to staff, however the Federation reserves the right to update or withdraw them without notice.









Appointment procedure

- Applications can only be accepted from candidates who complete the Reading Borough Council application form, which can be found on our website
- Please use the supporting statement to illustrate specifically why you should be considered for
 this role, giving evidence and examples of how your skills and experience will enable you to meet
 the requirements of the role. Examples should relate clearly to the job description and person
 specification
- Please read the application form guidance notes carefully before completing the form
- Please also read Reading Borough Council's guide to making your application, which can be found on our website
- We cannot accept CVs in application for this role
- Applications should be emailed to federationhr@katesgrove.reading.sch.uk

The closing date for applications is Sunday 30th March 2025 and shortlisted candidates will be invited to interview soon after this date. Interviews will be held on Thursday 3rd April 2025.

Interview process

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post.

- During your visit you will have a number of interviews with different members of staff and governors. We will also assess your suitability to work with children
- In addition to formal interviews there will also be an opportunity for shortlisted candidates to tour the Federation schools
- The interview will include other forms of assessment such as administrative tests, a presentation, or a demonstration of relevant skills

If you are invited to interview, please also bring with you:

- 1. A current driving licence including a photograph or a passport or a full birth certificate
- 2. A utility bill or financial statement issued within the last three months showing your current name and address
- 3. Where appropriate any documentation evidencing a change of name
- 4. If you are not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.







How to find us

Interviews will take place at Katesgrove Primary School. The address is:

Katesgrove Primary School Dorothy Street, Reading Berkshire, RG1 2NL

Parking is available in the school car park at the end of Orchard Street, which is accessed via a secure gate.

