



**Chulmleigh
Academy Trust**



Operations & Compliance Manager **Candidate Pack**

Closing date: Monday 4th November 10am

Interview date: Monday 11th November

COMPASSION AMBITION TEAMWORK

A Very Warm Welcome

Thank you for showing interest in the role of Operations & Compliance Manager at Chulmleigh Academy Trust and requesting this pack.

The successful candidate will be joining the College at a point where five years of growth has been stabilised and secured: with every year group fully subscribed. Our reputation across Devon is such that we are the chosen school for many families who live a great distance outside our designated transport area. This is because they like the way we operate as a school; valuing tradition and concentrating on ensuring pupils achieve highly and behave very well. Those visiting the school always comment on how well-mannered our pupils are.

The Trust was formed in 2011 and consists of one secondary school (11 to 16) Chulmleigh College, and three primary schools, (2 to 11) Chulmleigh Primary, East Worlington Primary and Lapford Community Primary and across the four schools providing education for approximately 1000 pupils.

Our schools are located in a rural area in North and Mid-Devon and ideally the person appointed will have an understanding of the benefits and challenges of running schools within such an environment.

The Trust has been built on a commitment to high standards, underpinned by a foundation of values, namely Compassion, Ambition, and Teamwork. Our aim is to provide the highest quality education for the children and young people in our care at every stage, with exceptional teaching in a supportive, friendly, and positive environment. We are well supported by our parents and families, many who choose to send their children to our schools from a wide geographical area.

We are seeking to appoint an experienced Operations and Compliance Manager to support the Academy Senior Leadership Team. The postholder will take specific responsibility for Facilities Management, Site Maintenance, Catering, Health and Safety and Project Management.

Good behaviour, hard work and excellent manners are at



the heart of our schools and we welcome applications from candidates who share our values and approach. This is a great academy trust to work in.

Michael Johnson

Michael Johnson
Executive Headteacher Chulmleigh College
CEO Chulmleigh Academy Trust

We are looking for someone who:

- Has a friendly and approachable manner
- Has excellent organisational skills
- Has the ability to communicate effectively
- Has excellent managerial skills
- Is a practical & enthusiastic team player
- Is able to work under pressure
- Goes the extra mile

Chulmleigh College is a successful and ambitious rural secondary school with a strong reputation for high standards. The progress of our pupils is consistently amongst the best in the region. In 2024 our provisional Progress 8 Figure of +0.81 places us in the top 5% of schools nationally.

The College was totally rebuilt a few years ago, with the completed buildings opening in 2017. Numbers have grown substantially in recent years, from 500 to the current roll of 750, and most year groups are oversubscribed; due to both our excellent reputation and the College's successful transport service, which brings in approximately 25% of our pupils from outside the school catchment area.

Chulmleigh Primary School, for ages 2-11 years, is situated in the small rural town of Chulmleigh, midway between Barnstaple and Exeter, and not only serves the local town and the neighbouring village of Chawleigh, but is also the school of choice for families from a wider area.

East Worlington Primary School, for children aged 2-11 years, is situated in the village of East Worlington, which is between Chulmleigh and Crediton and close to Witheridge.

Lapford Primary School is situated between the town of Crediton and Barnstaple in North Devon. It is a small school for children aged 2-11 years, in a warm and friendly rural village with strong community links.

We aim to create ambition and inspiration and want our young people to achieve all that they can in a safe, caring and well-disciplined environment. We commit ourselves to providing a learning experience which ensures high challenge, inspires, and provides both the range of qualifications and the start in life which will last forever. We aim for our young people to have the foundation and independence they need to make the progress they are capable of, building resilience for their future lives.

In our schools we value courtesy, hard work and respect, and set high standards of behaviour; promoting self-discipline, resilience, responsibility and working together as a community.

We are very proud of our team, who work hard to make our schools happy places where we learn together in a formal, warm environment. We are also proud of the excellent relationships we have with our pupils, families and friends within the community.



Our Values

Compassion

Compassion is caring about others, behaving towards them with humanity, generosity, and concern, and caring about other people's struggles. It is a skill which has benefits; treating others with compassion means they are likely to treat you, and others, back in kind.

We recognise the uniqueness of each circumstance and every child in the Trust, liaising closely with families and work to show appropriate compassion for our pupils and community.

Ambition

We work hard to help pupils develop a strong sense of ambition: the appetite for challenge and the determination to look beyond the horizon for inspiration. Whilst we recognise that children have different talents and abilities, we nevertheless expect each pupil to work hard and make significant and tangible progress. Our ultimate aim is to help them to achieve the best results possible, providing a wide range of options for their next stage in life.

Teamwork

Teamwork is an essential communication and social skill and includes compromise, collective effort, active listening, effective speaking and providing support for a group. We encourage our pupils to learn how to listen and be independent, in order to perform their individual roles and function as a cohesive unit, and how to respectfully and confidently express their ideas and opinions effectively in a group setting.

Our shared goal is to ensure that pupils leave us not only with excellent exam results, but also with confidence, resilience and the ability to make their mark as young people heading out into the world.

Chulmleigh Academy Trust

Premises, ICT & Catering Departments

Colleagues within Chulmleigh Academy Trust are committed and hardworking individuals, and they deal on a daily basis with a wide range of tasks, challenges and opportunities, making the role of Operations and Compliance Manager ideal for someone able to respond dynamically to a constantly changing set of demands on their time.

The Operations and Compliance Manager will be responsible for overseeing facilities and property management, health & safety, catering, transport, risk, compliance and regulation across the four schools within the Trust. In relation to Premises, ICT and Catering departments, the functions are centralised, with the College being the hub, and the teams support all the schools in the Trust, which means that some travel between our schools will be necessary from time to time.

The premises team are responsible for keeping the schools' buildings and grounds maintained in good working order, and ensuring that the sites are clean and safe. We have a wide range of experience and skills within the team, though some of the tasks (e.g. grass-cutting and other groundworks) are outsourced to external contractors.

The ICT team is small but effective, supported by an external ICT specialist, and our ICT provision is modern, robust and stable. The ICT function is centralised at the College but supplies and supports the ICT needs across all the schools in the Trust.

The Catering team focus on providing restaurant quality meals and snacks, using locally sourced products, thus delivering a high quality food service experience to the Trust community. Meals are prepared at the College and delivered daily to the three Trust primary schools.



Chulmleigh College



Chulmleigh Primary School



East Worlington Primary School



Lapford Primary School

JOB DESCRIPTION

Job Title: Operations & Compliance Manager

Status: Permanent, Full Time, 37 hours per week

Start date: January 2025

Key Purpose

- To be part of the Senior Leadership Team and to work collaboratively to ensure delivery of school improvement planning.
- To take specific responsibility for Facilities management, Site Maintenance, Catering, Health and Safety and Project Management.
- To be responsible for the coordination of Health and Safety and Risk Management in the school and management of any third-party service contracts in line with current legislation and HSE requirements.
- To support the Executive Headteacher with the coordination of the Trust's Risk Register.
- Play a key operational role in the management of service delivery.
- Take a lead role on managing community relationships and liaison.
- To serve as Data Protection Officer.

Key Tasks

Facilities & Property Management

- Lead on the monitoring, planning, development and management of school assets, ICT infrastructure, catering, transport and facilities management, including drawing up and monitoring of development plans.
- Lead on capital planning and delivery. To draw up outline specifications for new buildings, obtaining tenders, obtaining planning permission, and liaison with building contractors.
- To be responsible for overseeing the maintenance of the school site and the buildings, the monitoring of maintenance schedules and the efficient operation of all facilities on the property.
- To oversee cleaning in liaison with the Cleaning Supervisor and ensure that the school is maintained in a safe, clean and attractive manner.
- To be responsible for the security of the school site including systems for improvements around safeguarding.
- To be responsible for overseeing the management of the upkeep of playing fields, gardens, all weather

surfaces, playgrounds and land drainage. To ensure the maintenance of boundaries, footpaths, roads and rights of way.

- To be responsible for overseeing the management of the purchase, repair and maintain all furniture and fittings.
- To be responsible for fire safety and the associated risks to the school through the process of risk assessment.
- To know about risk assessment tools and how to use them to establish hazards within the school and the associated risk involved.
- To ensure the maintenance of the incident management guidelines and disaster recovery plan and operate the elements linked to the resource management responsibility.
- Awareness of contractual requirements and performance measures and regular liaison with external service providers to ensure contractual requirements are met.

Health & Safety

- To act as the Trust's Health and Safety Co-ordinator and Fire Officer, and lead on health and safety within the school, providing advice and support, maintaining records, arranging training and being the main point of contact for audits.
- In co-operation with the fire service or accredited agencies to be responsible for the installation and maintenance of equipment for protection against and escape from fire. To keep records of and to initiate regular fire practices and alarm tests. To ensure emergency procedures are current and timely.
- To conduct regular reviews of the site in order to identify the main health and safety issue specific to the school and how they relate to pupils, staff, visitors and contractors.
- To be the main point of contact for external bodies including enforcing authorities and the academy insurers.
- Accurate records for all service and maintenance requirements including internal departmental audits.

WE GIVE NOTHING BUT OUR BEST

JOB DESCRIPTION continued

Job Title: Operations & Compliance Manager

Status: Permanent, Full Time, 37 hours per week

Start date: January 2025

Risk, Compliance and Regulation

- Maintain and update the Trust Risk Register.

Catering

- To ensure that the Catering department delivers a first-class catering service for pupils, staff and events.
- To oversee and review catering budgets and unit costs to ensure best value.
- To ensure compliance with all relevant legislation, including COSHH.

Transport

- To oversee efficient use of the minibuses towards the transport budget.
- To ensure school vehicles have valid insurance, MOT, tax and full service checks when required, including in house checks are completed on at least a monthly basis.

Events and Commercial Activities

- To be responsible as the Lettings Officer with regard to lettings of the school premises to outside organisations and school staff, and for the development of all school facilities for out-of-school use, with particular reference to the local community.
- To maximise income for lettings of the facilities.
- To liaise with the appropriate staff to ensure that events run smoothly and safely; including support with lighting and sound requirements.

General

- To ensure that agreed policies assigned to the Operations and Compliance Manager are reviewed and updated regularly, and presented to Directors for approval.
- To attend all meetings both internal and with outside contractors as required.
- To ensure school security arrangements, including critical incident and emergency planning, are in place and appropriate.



LOCATION

The post holder may be required to work at any school which is currently within or in the future joins the Chulmleigh Academy Trust chain of academies, either on a temporary or permanent basis according to the operational needs of the Trust.

This document outlines the duties required of the post-holder for the time being to indicate a level of responsibility. It is not a comprehensive or exclusive list and from time-to-time duties may be varied which do not change the level of responsibility or the general character of the job.

WE GIVE NOTHING BUT OUR BEST

Operations & Compliance Manager

	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications	<ul style="list-style-type: none"> ◆ NEBOSH or equivalent 	<ul style="list-style-type: none"> ◆ MIOSH or equivalent 	AF / R
Experience	<ul style="list-style-type: none"> ◆ Health and Safety experience ◆ People Management & Leadership ◆ Dealing with external contractors ◆ Managing a budget 	<ul style="list-style-type: none"> ◆ Experience with Project Management ◆ Specific risks e.g. legionella, asbestos etc ◆ Dealing with outside agencies 	AF / R
Skills	<ul style="list-style-type: none"> ◆ Able to see the 'big picture' ◆ Ability to communicate at all levels ◆ Good organisational skills ◆ Leadership & Management Report Writing 	<ul style="list-style-type: none"> ◆ Negotiation ◆ Analytical ◆ Environment awareness 	AF
Personal Qualities	<ul style="list-style-type: none"> ◆ Ability to work independently and as part of a team ◆ Sense of humour ◆ Attention to detail ◆ Flexibility ◆ Positive attitude ◆ Self starter, well motivated 	<ul style="list-style-type: none"> ◆ Interested in 'learning' ◆ Independent thinker 	I / R

AF Application form
I Interview process
R References

How to Apply

Please complete the online application form available [here](#).

A tour of Chulmleigh College will be arranged as part of the interview schedule.

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If you have any questions please email: personnel@chulmleigh.devon.sch.uk or call 01769 580215.

Chulmleigh College, Chulmleigh, Devon, EX18 7AA



Academy staff photo taken at a recent inset day.