

June 2024

Dear Potential Candidate,

Thank you for your interest in the post of Operations Co-ordinator for The Cranmer Education Trust's Teacher Training and development business. The post will be based at the Trust's central offices which are within the grounds of The Blue Coat School, Oldham town centre.

The single biggest determinant of a child's learning, progress, achievement, outcomes, and progression is the quality of the teaching they receive. It is important for every child and young person, and it is vital for those children who are disadvantaged. Through our business arm, we strive to get the best people into teaching, ensure they are retained and developed through high quality, evidence based CPD, and that they themselves become the teaching leaders of the future.

This role is a key position, helping to operationalise this vitally important business - the admin, data, communications and events which enable us to deliver the training and development of teachers, from initial teaching training, through the Early Career Framework, wider CPD, and National Professional Qualifications up to and including Headship.

Key points about this position:

- It is not a teaching role,
- It's not a school office role,
- It is a varied operational and administrative role which will be adapted to the skills the successful person brings to the team.

We are all about our people at Cranmer and we want to encourage applications from candidates who are committed to our mission and will join in with our passion to develop the teachers and leaders, across North East Manchester, making a difference in the lives of children and young people who sometimes don't have the same advantages and privileges as their peers, making a difference at the heart of a community. There is a growing team of people in our central offices who build relationships and partnerships across our region, who work with strategic partners to support specific aspects of the training and development work, the network taps into the reserve of experience, knowledge and talent we have across our region, in our schools and beyond, creating opportunities for teachers and the best provision for young people - the Operations Co-ordinator would work alongside them, helping to put in place the tools that help us to deliver effectively.

The operations co-ordination is vital for networking and communicating - this isn't a school office and doesn't use school systems, it is a business with multiple databases and the intention to implement a CRM during 2024-2025 it is the hub of how we set up and manage systems to reach out to people to make it all happen.

East Manchester is a good place to live and work, with easy access to both the vibrancy of Manchester itself, and the beautiful Peak District, with all kinds of affordable housing. Blue Coat site itself is easily accessible from both the M60 and the M62.

Further details about our Trust and what we do can be found at:

- [Cranmer Education Trust – Providing excellent schools for our children and young people.](#)
- [Cranmer Institute - Proud to be part of the Cranmer Education Trust \(cranmer-institute.com\)](#)
- [East Manchester Teaching School Hub - Proud to be part of the Cranmer Education Trust \(eastmanchesterteachinghub.com\)](#)
- [Manchester Nexus SCITT - Teach today, change tomorrow](#)

If you would like an informal conversation about the role, please contact our HR team via hr@cranmeredt.org and we can arrange a call.

I hope to hear from you.

Yours sincerely,

K Dallender

Katie Dallender
Strategic Director of Teacher Training and Development