



Information Pack

Operations Manager

Oasis Academy Silvertown



January 2025

Dear Applicant

Thank you for your enquiry regarding the position of **Operations Manager**, Oasis Academy Silvertown, London.

We are seeking a highly motivated, humble and committed leader who has experience creating, improving and maintaining operational systems in finance, administration, HR and/or facilities. The successful candidate will be brilliant with people, experienced in leading and managing others and will be motivated by the vision, mission and culture of our academy.

Oasis Academy Silvertown was planned and founded by the West Silvertown community who dreamed of having a local school which ensured both academic excellence as well as nurturing care for local children. After many years of discussions, plans and applications to the Department for Education, the academy opened in September 2014 in portacabins and finally moved into its permanent home in September 2022.

Our academy vision is to ensure that all of our students become 'Ready for University, Ready to Lead'. We have held tightly to the original dreams that the community had for our school, creating an environment where we have high academic aspirations for every student as well as ensuring we support and develop each child into growing and developing as a leader. Our small size means that every child is known by our staff and that we have a strong community feel where children want to learn and to behave well.

The academy has been through considerable change in the past year and is now in a new phase of growth focused on improving student outcomes through a renewed focus on high aspirations, strong relationships and love for learning. We are now in our final period of expansion as we move towards full student capacity (600 students, September 2026).

We are seeking an exceptional leader who is looking for an opportunity to:

- Work with a new, passionate, dedicated and supportive team developing a small and growing academy
- Work in a values-led organisation, focused on pursuing social justice
- Serve a diverse and aspirational community
- Be supported by a strong, national MAT with shared resources, subject networks and CPD
- Work in an academy that values its staff with smart policies that consider carefully best use of their time

This is an exciting opportunity to become part of a high performing team who believe in committing to strong relationships and striving for the best outcomes for the young people of Silvertown.

If you would like to apply, please complete the Application Form (CVs are not accepted). Please ensure you provide the name, address and status of two referees, one of whom should be your current Line Manager. Candidates should be aware we will seek references on shortlisted



candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

If you would like to know more about OAS, please see our website

<http://www.oasisacademysilvertown.org> and [Instagram](#). For a confidential conversation with the Principal regarding the role, please contact Zaynab Kadir PA to Principal & Senior Leadership Administrator by email to arrange a time: zaynab.kadir@oasissilvertown.org

***We are particularly interested in applications from underrepresented groups.
We do reserve the right to close this advertisement early if we receive suitable applications.***

Completed forms should be returned to Zaynab Kadir, PA to Principal & Senior Leadership Administrator. Email: zaynab.kadir@oasissilvertown.org

I wish you well and thank you once again for your interest in the role.

Yours sincerely,

A handwritten signature in black ink, appearing to read "E. Boxer", is positioned below the text "Yours sincerely,".

Emily Boxer
Principal



Vision statement:

'Ready for university, ready to lead'

Values – our Five Be's:

Be proud. Be professional. Be nice. Be resilient. Be independent.

Golden threads of staff culture:

- High aspirations for all staff, all students and all areas of work in the academy. We believe that our students deserve excellence, can achieve excellence and that our hard work can get us there.
- Love for learning for our students and as well as for us as staff. We cultivate a culture of continuous improvement, seeking out opportunities to learn from others so that we develop and get better at what we do. We give and welcome feedback and maintain a humble attitude that makes this possible.
- Strong relationships between staff, students, families and with the community are central to all that we do. We recognize that brilliant teams are greater than the sum of their parts and that everyone is more likely to thrive when work positively and productively with those around them. We develop our relationships by celebrating, supporting and challenging each other, by talking honestly *to* people, not *about* them, by assuming the best and by being resilient, seeking to restore and repair whenever needed.



Job Description

POST:	Operations Manager
KEY FOCUS:	Responsible for the smooth running of daily operations at Oasis Academy Silvertown
RESPONSIBLE TO:	Principal
RESPONSIBLE FOR:	The operational running of the academy
KEY RELATIONSHIPS:	Principal and Leadership Team of Oasis Academy Silvertown, relevant teaching and support staff; LA representatives; external agencies; parents; local community; other Oasis Academies and Oasis Community Learning central staff.
SALARY:	SCP 36 - 40 (£48,531 - £52,584) Outer London
LOCATION:	Oasis Academy Silvertown
WORKING PATTERN:	Full time, 37 hours per week, 52 weeks per year
DISCLOSURE LEVEL:	Enhanced with barred list

JOB PURPOSE:

- This involves the leadership of daily school operations, administration, site and catering service performance.
- You will contribute to the development of operational strategic plans, direction and decision making and proactively work towards the achievement of shared objectives. This includes developing and implementing strategies, key objectives, systems, processes and procedures relating to administration, resources, premises, IT, catering and health & safety.
- The post holder will ensure that the academy is in compliance with all DfE and group policy.
- The role also involves the negotiation and contract management of outsourced Facility Management and Lettings and catering services.



SPECIFIC RESPONSIBILITIES:

Provide support to the Principal ensuring that all requests relating to non-teaching matters are managed effectively, including any administrative support that is considered necessary.

Be the Academy link to Regional/ National service departments, including Finance, Property and Estates and IT.

A. Leadership Responsibilities

- Actively promote and model the ethos and values of the academy.
- Achieve economies of scale through aligned workloads and joint procurement through the restructure and development of all Silvertown operational support structures and systems.
- In liaison with the regional managers for OCL, provide daily functional management of the individual Site Managers, Catering Managers and ICT Managers.
- Schools link to Oasis ICT and Premises and Estates regional Managers including SLA's.
- Responsible for school customer service, public relations and communications plan; promote the school through positive relations with community, businesses, parents and students.
- To oversee the management of all site and buildings, ensuring that grounds and accommodation are maintained to a high standard and that out of hours use of grounds and premises are maximised to generate income.
- To be responsible for all health and safety issues relating to the site, staff and students and representing the Principal at relevant external meetings and conferences. This includes liaison with the site staff regarding the fire alarm system within the schools and ensuring that staff and students are aware of evacuation procedures and that safe practice is adhered to and documentation is maintained.
- Responsible for school safety plan, disaster preparation, fire drills, student, staff and public safety and student health.
- Maintain an overview of the ICT infrastructure and ensure it supports the aims of the academies.
- Manage all school scheduling, duties, special events, field trips, cafeteria, transportation, maintenance and cleaning.
- Advise on and arrange CPD strategy for all Support staff within the Academy.
- Oversee HR procedures in the academy and advise where necessary.
- Undertake Performance Management Review(s) and to ensure that staff development needs are identified.

B. Administration



- Administration support functions to a cost efficient high standard across the academy in order to support high quality service outcomes for all students and families.

C. Premises

Provide in-house quality assurance of the Site Manager to ensure:

- The management of all site and buildings, ensuring that grounds and accommodation are maintained and that out of hours use of grounds and premises is maximised to generate income.
- There is a strategic site maintenance and development plan.
- The learning environment is clean, well maintained and fit for purpose.
- Regular site inspections take place and that records are kept.
- The maximum levels of security of the premises are consistent with safeguarding legislation and the ethos of the academies.
- The continuing fitness for purpose of the premises through effective use of maintenance expenditure and by actively participating in developing the premises and sites for long-term use.
- The Principal is advised as appropriate in relation to the improvement of the school building.
- Accommodation needs are met by liaising with Faculty Leaders to deliver creative solutions to problems.
- There is an implemented asset management plan. Monitor and evaluate its impact on student outcomes.
- There is an effective damage and loss prevention strategy to minimise insurance and budget losses.
- There is a robust and profitable plan for community use of school site, whilst maintaining high standards of site condition

D. HR/Payroll

- Oversee all H& & Payroll matters at the Academy and advice where necessary
- Line Manage and work with HR and Payroll Officer to ensure all payroll inputting is completed in a timely and accurate manner
- Remaining professional and ensuring total confidentiality at all times
- Meet with regional business partner on a regular basis to ensure clear and up to date channels of communication between the central team and the Academy
- Deal with HR matters that have been escalated beyond the HR & Payroll Officer
- Maintain a basic knowledge of all Academy specific HR matters to ensure advice can be sought where appropriate
- Where necessary work with the HR & Payroll Officer to ensure all processes are maintained and up to date



E. Health and Safety Champion (HSC)

- Formulate, monitor, implement and review the H & S Policy and procedures including risk assessments.
- Communicate regularly at all levels within the academy on H & S issues.
- Devise, arrange and monitor the half-termly evacuation drills and oversee regular testing of the fire alarm systems and equipment.
- Ensure all evacuation procedures are well understood and fit for purpose.
- Actively commit to making the academies safe and stimulating environments for staff, students and visitors
- Coordinate all documentation regarding school trips including ensuring that risk assessments are appropriately carried out in advance, appropriate transport has been procured and all cover arrangements are agreed and confirmed.
- To select and ensure appropriate training of fire marshals.
- That Hub Council H & S Sub Committee meetings take place and the main Hub Council have up to date H & S reports.
- Update and administer the Handsam system, ensuring all tasks are completed on time, supporting and holding to account where appropriate.

F. Data Protection Lead (DPL)

- Formulate, monitor and implement the GDPR policy within the academy
- Be the point of contact for all GDPR enquiries
- Action all Subject Access Requests (SAR) within the agreed time limit and set processes
- Communicate regularly at all levels within the academy on GDPR issues.

G. Educational Visits Coordinator

Make a significant contribution to the management of the schools trips process by:

- ensuring that 'Application for Approval for Education Visits' forms are completed correctly and to deadline;
- ensuring Risk Assessments are in place, including travel arrangements and special arrangements for SEN students, and that records of Risk Assessments are kept, including the application of secure safeguarding procedures;
- assisting with Risk Assessments and Trip Approval Forms where necessary;
- submitting 'Application for Approval for Education Visits' forms to SLT for authorisation;
- sending Visit Notifications to the National Office within the specified timeframe;
- ensuring all staff are aware of the Visits Procedure;
- ensure visits do not clash with other events in the school diary or with other visits;
- ensuring all guidance received from National Office is followed correctly;
- keeping an orderly file of all off-site visits;
- updating and maintaining the School Trips folder on Evolve;



- Update and maintain Evolve
- Residential Trips

H. Additional Responsibilities

- Conference Organisation & coordination- liaising with NLPs, National Education Team & external agencies
- Lettings to external agencies
- Organising and writing bids for funding
- Coordinating & sending the response to Freedom of Information requests

Supervision / Management of People

- The post holder will quality assure staff in the areas of administration, ICT, site, HR & Payroll and catering.

Creativity and Innovation

- The post plays a key role in developing the non-teaching areas of the school, producing strategies for these that will support the school's overall effectiveness.

Contacts and Relationships

The post holder will have a range of internal and external contacts. These include:

- Oasis Community Learning function leads such as HR, finance, ICT, on matters relating to overall Oasis strategy, interpretation of frameworks and guidelines.
- All external suppliers with whom the school has contracts. The contact involves negotiation of contracts and dealing with contract management issues, including query resolution.
- All members of staff and in particular management colleagues and Academy Leadership Team Members, to report on and advise on all matters relating to support areas.
- The post may also have contact with parents and students from time to time.

Other Duties

- The post holder will be subject to performance objectives agreed annually.
- The post holder is expected to carry out other SLT duties as may reasonably be assigned by the Principal.
- To take on any whole school initiative or responsibility that the Principal may direct.

Whole Academy Responsibility

- To assist the Principal in fulfilling the academy's vision and instilling the academy values in all that we do
- To assist the Principal in the implementation of the Self Evaluation Form and Academy Development Plan



- Any other responsibility as set out by the Principal

Safeguarding children and young people

Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

OTHER:

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Signed:

Employee:	Line Manager:

Print Name		Print Name	
Date		Date	



Operations Manager Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> □ Working towards or educated to degree level or equivalent with experience working at a management level within an organisation 	<ul style="list-style-type: none"> • Degree in Business related discipline • Evidence of further professional development. • Professional qualifications in selected field
Leadership & Management	<ul style="list-style-type: none"> • Substantial experience of and successful track record in deploying, managing and developing teams of staff • Leadership skills for setting vision and strategy for support staff teams 	
Experience, Skills & Knowledge	<ul style="list-style-type: none"> • Experience of developing and implementing strategies and policies for support functions • Ability to lead teams and prioritise work • Ability to work think and act strategically and laterally • Ability to work innovatively and independently as required • Excellent interpersonal skill and communications skills in dealing with colleagues, service providers, and those people and organisations with whom both Academies work in partnership with • Able to work under pressure and balance strategic and planning activities • Good understanding of HR process and practice • Good understanding of health and safety requirements, reporting and monitoring processes relating to H&S 	<ul style="list-style-type: none"> • Previous premises and facilities management experience • Strong understanding of all areas of the Academy's policies and objectives • Knowledge of key financial information e.g. VAT, education funding methodology, contracting arrangements for various parties involved with both Academies

	<ul style="list-style-type: none"> • Proficient in use of MS Excel spreadsheets, and computer based accounting packages • Project Management Skills, including the ability to lead on multiple projects within tight timescales 	
	Essential	Desirable
Personal qualities	<p>Ability to:</p> <ul style="list-style-type: none"> • Plan, organise, coordinate and control large group events, classified meetings and community and family engagement events • Think laterally; to develop creative and innovative ideas and practical solutions • Share skills and knowledge within the workplace and provides advice and guidance to others. • Demonstrate appropriate initiative and work unsupervised • Deal with people from a broad cross-section of backgrounds at all levels internally and externally • Communicate effectively • Prepare and deliver oral presentations • Maintain records and prepare reports 	



	<ul style="list-style-type: none">• Prioritise and schedule work• Train, supervise and evaluate personnel• Maintain current knowledge of technological advances in the field• Analyse situations accurately and adopt an effective course of action• Meet schedules and timelines• Plan and organise work• Manage conflict• Solve problems at a strategic and operational level and identify creative solutions• Demonstrate diplomacy, and the credibility and stature needed to work at senior management level and manage contractors• Self-motivated, with a “can do” approach to problem solving and an ability to work autonomously using own initiative• Good decision making ability• Good Negotiation Skills• Flexible and balanced in approach	
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