



**Triumph
Learning Trust**

Applicant Information Pack



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Job Advert in Brief

Operations Manager

Hours per week: 37.5

Full Time

Salary: £35,235 - £38,626 FTE

Rugby Free Secondary School

Anderson Avenue, Rugby, Warwickshire, CV22 5PE

01788 222060

info@rugbyfreesecondary.co.uk

www.rugbyfreesecondary.co.uk

Rugby Free Secondary School are seeking a dedicated and experienced Operations Manager to join our school. The ideal candidate will oversee daily operations, facility management, and administrative processes to ensure a smooth and efficient learning environment.

There is a strong commitment to support professional development and opportunities for employees to advance their careers ensuring staff can continuously enhance their skills and succeed in their roles.

The Operations Manager application form and supporting documents for this post are available on the School website: www.rugbyfreesecondary.co.uk/vacancies.

Curriculum Vitae (CV) are not accepted.

The school is committed to safeguarding, promoting the welfare of children and to equality of opportunities. **An enhanced DBS will be required for the post.**

Closing Date: Friday 11th April, 12pm



“Coming together is a beginning; staying together is progress; working together is success”

Dear Applicant,

We invite you to come and join Triumph Learning Trust, a community where everyone will flourish and succeed through collaboration, innovation and aspiration. Creating together a place where all belong whilst celebrating the unique identity of each individual.

We're incredibly proud of the work that we do for our pupils and we're proud of how we do it. Our 4 exceptional schools have their own unique identity underpinned by the principle that relationships are at the heart of everything we do.

We exist to transform the life chances of our children and young people. Every decision we make is about the children and young people we serve, their learning experience and their personal development.

Our strength lies in our commitment to collaborate and share excellent practice between all our schools. We believe that the best schools are those that offer the best development opportunities to staff. We believe in the retention of our staff, of developing them through high quality CPD and sustaining them through a wide range of opportunities.

Triumph Learning Trust provides an efficient, effective shared services team who are able to be highly responsive to the needs of our schools. School Improvement is key and we endeavour to ensure the highest proportion of our expenditure is focused on providing highly effective CPD for all of our staff.

We believe that accessing the best training, the best coaching, the latest research, the best practice, locally, nationally and internationally... gives us the best opportunity to succeed now and everyday.

We hope that you will take the opportunity to find out why working for Triumph Learning Trust is a positive career decision for you.



Sarah Malam

Chief Executive Officer, Triumph Learning Trust

About Triumph Learning Trust



Triumph Learning Trust came into existence on 1st September 2024. We uphold the principles of collaboration, innovation and aspiration. We believe that everyone is welcome in our schools with a 'no limits' culture. We are committed and determined to enable all of our learners to be ambitious and optimistic for their future.

Our success is driven by a commitment to relentlessly working to improve standards. The Trust has two partner primary schools in Coventry and a primary and a secondary school in Rugby. We look forward to working with other schools who share our values and ambition.

We believe that an aspirational and inspirational education is the right of every child.

Our Trust was created with one sole aim. For member schools to deliver, through partnership and collaboration, an outstanding learning experience for all children so they flourish and thrive enabling them to achieve their own individual excellence.

We have a strong board of committed and passionate Trustees and Members who work closely with schools and their Local Accountability Boards to challenge and support leaders in all that they do.

We strive to maintain schools which will retain their own independent culture and ethos whilst operating within a strategic partnership to improve quality, share best practice and operate effectively and efficiently.



- Rugby Free Primary School
- Rugby Free Secondary School
- Courthouse Green Primary School
- Alderman's Green Primary School

Triumph Learning Trust: Working with Partners who share our ambition to innovate in an inclusive environment

399+
Employees

4
Schools and Counting

2,728
Students

16
Trustees / Members

3
Resource Provisions for SEND



“ Leaders take action to ensure that pupils who need help, get the support they need. ”

“ All pupils, including those with special educational needs and/or disabilities (SEND), achieve exceptionally well. ”

“ Pupils develop an informed understanding of global issues and show high levels of respect and consideration for others. ”

[Click here for Ofsted Reports to Triumph Learning Trust Schools](#)



Strategic Framework

The Vision, Mission and Values ensure the Trust are aligned and working toward long-term goals and objectives.

Aspiration

Innovation

Collaboration



Mission

Achieving quality and resilience in all that we do.



Vision

Triumph Learning Trust, a community where everyone will flourish and succeed through collaboration, innovation and aspiration. Creating together a place where all belong whilst celebrating the unique identity of our schools.



Values

Aspiration



Innovation



Collaboration





Family Friendly Leave

Enhanced Maternity, Paternity, Adoption Leave



Lifestyle Discounts

e-vouchers, gift cards, top up cards, discount codes, local discounts



Annual Leave

Support Staff, 25 days per year, plus bank holidays



Home and Electronics Scheme

Salary sacrifice scheme: Buy up to 1000s of items fulfilled by Currys, Decathlon, John Lewis & Partners etc.



Cycle to Work Scheme

Salary Sacrifice scheme: Savings on bike/bike equipment



Gym Membership

Salary sacrifice scheme: Save and spread the cost of annual health club memberships.



Discounted EV Charging

Savings on electricity charging rates to employees whilst at the school with these facilities.



Discounted Use of School Facilities

We work with Community Lettings UK to manage community use of facilities at its schools.



Electric Vehicle Scheme

Salary sacrifice scheme: Drive a brand new fully insured and maintained electric car.



Private GP Services 24/7 online

private GP services, available to employees and dependents. (not partners or spouses)



Outstanding Pension Scheme

Auto enrolment into either the Local Government or Teacher Pension Schemes.



Employee Assistance Program

24/7 in the moment support via telephone helpline.



Eye Tests

Free eye tests for all employees through Specsavers Corporate Voucher Scheme, with £50 credit towards glasses.



Continuous Professional Development

Enhancing employees skills and knowledge through regular training, education and learning opportunities.





Dear Applicant,

Thank you for your interest in joining our school community. At Rugby Free Secondary School, we aim to foster kindness and pride, whilst maximising our academic and personal potential. We believe that all of our students should be happy and safe, whilst demonstrating the limitless endeavour and resilience required to succeed by striving for excellence. To achieve these goals, our school ethos is underpinned by the foundations of mutual respect, positive relationships and genuine curiosity.

This is encompassed in our educational philosophy of creating more articulate, organised and progressive learners, and the desire to create both independent and collaborative learners who are proud to be educated at Rugby Free Secondary School.

Alongside this, we focus on broadening our students' core subject knowledge and understanding of the wider world. As a consequence, quality-first Teaching and Learning is at the centre of our school's ethos, and is the key priority for all staff. Our aim is for teachers to deliver high-quality lessons to all year groups, whilst also being supported to develop through pertinent and purposeful internal and external CPD that is bespoke.

Learning is integral to everything we do at RFSS. We ensure that all of our students, regardless of gender, ethnicity or ability, receive the best possible learning experiences, to enable them to achieve and maximise their potential.

Here at RFSS, we continually support students to develop a love of learning to help them become learners for life, in order to equip them with the knowledge and skills that they will need in the real-world. I hope that the information in this pack gives you a sense of what makes our school special, and I look forward to receiving your application.

Warm regards,



Jaim Green

Headteacher, Rugby Free Secondary School



Rugby Free Secondary School is a unique and special place, underpinned by three core values that represent what we live-and-breathe on a daily basis. As a school and as a Trust, we have worked hard to create a culture of high-expectations that are built on the bedrock of healthy and happy relationships.

Students from over 34 Primary Schools join the RFSS and TLT family every year, all of whom bring their own set of experiences and beliefs. Therefore, we invest heavily in pastoral support to ensure that all students can quickly establish positive relationships, and therefore focus on their learning.

At RFSS, high emphasis is placed on students feeling happy, healthy and safe, so that they can maximise their own personal progress.

Our forward-thinking and wide curriculum offer supports students in reaching their full potential, and helping to nurture each child's talents and ambitions throughout their time with us, whilst preparing them to be 'set for life' outside of school.

Our approach to education not only supports academic success, but promotes the development of strong character within our students, enabling them to be critical thinkers who can communicate effectively.

Staff feel happy in their role

88%

Trust Survey 2022

Staff are proud to be a member of the school

96%

Trust Survey 2022



Job Description



OPERATIONS MANAGER

Salary	Specialist Plus Band	£35,235 - £38,626 FTE
Hours	37.5 hours per week, 52 weeks per year	
Reporting to:	Headteacher	
Functional reporting to:	Trust Shared Services Team	
Liaising with:	All school-based staff and Trust Shared Services Team	
Line Managing:	Office based administrators (including Receptionist) and Facilities Team Leadership	
Start Date	As soon as possible	

Strategic Responsibilities

- To contribute to the strategic development of the school by overseeing non-academic factors that influence School Improvement, such as examinations set-up oversight and ensuring that the school building is as effective as possible for teaching and learning.
- To ensure the school makes best use of its resources, in line with agreed budgets and which demonstrate best value within the context of the Trust procurement policy.
- To undertake school-based project management as required, ensuring that projects are delivered within budget, on schedule, and meet the needs of the learners and the school community.
- To take responsibility for the school's Single Central Record.
- To lead on the School's aspect of payroll to ensure all payments are up-to-date and accurate.
- Oversee the staff absence systems to ensure that staff are supported, and provide HR support where appropriate.
- Through active involvement with the Assistant Headteacher for Systems and Communications, and with other members of the Senior Leadership Team, ensure that all forthcoming events are facilitated in terms of support services and availability of accommodation and resources.
- Directly manage the in-school facilities team to ensure compliance with Health and Safety legalities and protocols.
- Support the Headteacher and other Senior Leaders with recruitment processes.
- Maintain an up-to-date understanding of Trust policies and procedures; and incorporate the implications within the operation of your role and oversee the management of school policy review.
- Support the Headteacher and the Senior Leadership Team to ensure that their responsibilities are effectively undertaken through support from the Administration team.



- Liaise with the ICT manager regarding new starters and effective provision.
- Liaise with parents and carers where appropriate.

Administration and Line Management

- Be responsible for the indirect and direct supervision of designated colleagues, undertaking performance management as required.
- Manage the Facilities Team Leader and Administration Team through regular meetings, setting of appropriate targets for performance, providing support and challenge, and undertaking regular reviews for feedback.
- Undertake the appraisal process for the Facilities Team Leader and administration team.
- Work closely with the facilities team to ensure all school logistics and events are effectively organised and communicated with staff.
- To devise and maintain efficient office systems and filing records. Work with the Trust Strategic ICT Manager to maintain and manage email groups on behalf of the school.
- In line –management of the events coordinator, provide admin and planning support for events such as Open Evening and Celebration Evening.
- Ensure an efficient and effective customer service is provided to all internal and external parties at all times.
- To establish and maintain appropriate internal communication, team meetings and briefing sessions, administrative and clerical support procedures and record systems throughout the School.
- Through supervision of the Administrative Team, ensure data for statistical returns to the DfE, Local Authority and other outside agencies are accurately prepared and submitted as required by the Headteacher or the Trust.
- Through the supervision of the Administrative team ensure that the school's electronic payment system and messaging system is operating to its full potential and well maintained.

Human Resources

- Be responsible for the day-to day management of HR within school, seeking advice and support from the Trust HR advisor/legal advisors on complex matters where required.
 - Maintain personnel records in line with government guidance, including recruitment checks, sickness, training and holiday records.
 - Be responsible for ensuring the school's information system and SCR are accurate and compliant at all times.
 - To support the Headteacher with ensuring the school's policies are clearly communicated to and followed by all staff in school.
 - Contribute to the administration of the recruitment of all staff working with the Trust recruitment team.
 - Oversee the implementation of the School's Visitor Management Policy.
 - Work with the Assistant Head of Logistics to ensure relevant risk assessments for staff are conducted when required.
 - Support the recruitment, management and training of apprentices as required.
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- Ensure that suitable training is identified for office staff, taking into consideration, changing requirements in roles and ensuring that monitoring and evaluation of training is undertaken.
- Manage and maintain all DBS applications and records for current and new staff as well as volunteers.
- Retain/archive recruitment files and provide recruitment data for SLT/Trust as required.

Finance

- To provide admin support to the Headteacher when preparing and planning long term budgets, in consultation with the CFO and be responsible for advising staff on budgetary allocations.
- To work closely with the budget holders to collate and review expenditure and ensure the effective delivery of financial processes within school.
- Act as the budget holder for identified cost centres.
- To contribute to ensuring all relevant bids and supplementary external funding available to the school are prepared and applied for and to maximise income generation within the ethos of the School by investigating sources of funding and acting as the point of contact with regard to grant applications and other donations at the school and ensuring that best value principals are adopted.
- To ensure school based leasing arrangements, contracts and subscriptions in place are effectively monitored and managed in accordance with Trust guidelines and requirements.
- To provide first level checks of payroll information for school based staff (e.g. hours, overtime etc) with a good understanding of the staffing structure.
- To be responsible for ensuring bad debt for the school is closely monitored and managed in line with the relevant policies.
- To be first point of contact and responsible for liaison with the school's external Catering Service provision ensuring that the school meal service is delivered to the agreed specification.

Premises

- To ensure the Facilities Team Leader directs the premises staff and ensure the maintenance of all school buildings, ground and utilities, ensuring that any repairs are promptly and properly carried out.
- To support the Facilities Team Leader to oversee the management of facilities including use of facilities by outside agencies including liaison with any external management/lettings company.
- To contribute to asset management meetings including information on losses and replacements.
- To ensure that premises issues are considered in any day to day issues relating to the smooth running of the school.
- To ensure that the school complies with all health and safety regulations, with advice and support from the Trust Estates Manager. This includes ensuring regular fire practices and training for staff.
- To work with the Assistant Head of Logistics to ensure risk assessment for all key areas of the school are in place and regularly reviewed.
- To maintain regular communication with the Facilities Team Leader ensuring daily commitments are executed.



Governance

- Undertake the role of Data Protection Lead for the School to support the Trust in ensuring compliance as Data Controller under the Data Protection Act.
- In acting as the Data Protection Lead ensure that the School is supported in acting in accordance with Trust Data Protection Policies and Procedures, including the safe storage of Personal Data and the reporting of any breaches.
- Responsible for ensuring accurate and timely responses to all Freedom of Information Requests.
- Ensure GIAS is accurate and meets all compliance requirements.

Safeguarding

- To ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders.
- To be aware of systems which support Safeguarding and following the procedures as highlighted in the Safeguarding Policy.
- To identify students who may benefit from early intervention and liaise this with one of the Designated Safeguarding Leaders.
- To consider the best outcomes at all times as to what is to be in the best interests of the students.
- To protect students from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- To take action to enable all students to have the best outcomes.

Other Specific Duties

- To continue personal development as agreed
- To engage actively in the performance review process
- Establish and maintain effective relationships and communication with staff, parents and students
- Uphold the high standards of the school in all communications.
- Adhere to the schools policies.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- Employees are expected to adhere to Rugby Free Secondary School's agreed Code of Conduct
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition



Generic Responsibilities of all Rugby Free Secondary School Staff

- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or comes into contact with. Part of this responsibility involves the checking of visitor identification at the point of school entry and the issuing of relevant safeguarding information.
 - Ensure all tasks are carried out with due regard to Health and Safety
 - To remain confidential at all times
 - To undertake appropriate professional development including adhering to the principle of appraisal
 - To adhere to the ethos of the school
 - To promote the agreed vision and aims of the school
 - To set an example of personal integrity professionalism
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Person Specification



Attributes	Essential It is essential candidates can provide evidence of:	Desirable It is desirable candidates can provide evidence of:
Qualifications and Experience	<ul style="list-style-type: none"> • Previous experience in operations management, administration, HR, or finance. • Experience managing budgets and financial planning. • Experience in line management and performance management. • Understanding of HR policies, payroll, and staff absence management. 	<ul style="list-style-type: none"> • Experience in facilities management and health & safety compliance. • Knowledge of school management systems and processes. • Experience in a school or educational environment • Experience in a school or educational environment. • Degree or relevant qualification in Business Administration, Management, HR, or related field.
Skills and Abilities	<ul style="list-style-type: none"> • Strong leadership and management skills with the ability to motivate and lead a team. • Knowledge and understanding of safeguarding procedures. • Ability to plan strategically and contribute to school improvement. • Strong communication skills, both written and verbal, with the ability to liaise with various stakeholders. • Problem-solving and decision-making skills with a proactive approach. • Ability to manage multiple priorities and work under pressure. • IT proficiency, particularly in Microsoft Office and school management systems. 	<ul style="list-style-type: none"> • Ability to manage payroll systems and ensure accurate records. • Understanding of GDPR and data protection policies.
Relationships	<ul style="list-style-type: none"> • Ability to establish positive relationships with students and empathise with their needs 	
Equal Opportunities	<ul style="list-style-type: none"> • A commitment to equal opportunities • Patient, optimistic and resilient • Sense of humour • Hard working, flexible and reliable • Excellent attendance and punctuality particularly at critical times • A genuine commitment to and liking for young people, and high expectations for their progress and welfare • Ability to deal calmly with different situations as they arise 	








If you feel that you could bring further impetus to our drive to improve the provision for our students and have the necessary energy, enthusiasm and sense of humour to take us forward at this exciting time, then please get in touch.




To arrange an informal discussion or visit to the school, please contact:

School Enquiries

-  01788 222060
-  Iain.Green@rugbyfreesecondary.co.uk
-  www.rugbyfreesecondary.co.uk/vacancies

Feel free to contact HR if you have any questions regarding the recruitment process, require further information about the position, or need assistance with your application.

HR Enquires

-  02476 688918
-  hr@triumphlearning.org
-  triumphlearning.org

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.

The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition. This job description is current at the date shown but in consultation with the post holder may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

We reserve the right to withdraw this vacancy at any time.

Triumph Learning Trust is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check. Triumph Learning Trust are always happy to receive speculative applications from excellent teachers and support staff.



Anderson Avenue | Rugby | Warwickshire | CV22 5PE | 02476 688918

 www.triumphlearning.org  facebook.com/TriumphLearningTrust  [triumph-learning-trust](https://linkedin.com/company/triumph-learning-trust)  [triumph_learning_trust](https://instagram.com/triumph_learning_trust)
