

Operations Manager Kings Meadow School

NJC, Grade I point 22 £27,514 – point 26 £30,984

37 hours per week, 52 weeks per year

Contract type; Permanent

To start September 2022 or as soon as possible thereafter

We are excited to be recruiting for an Operations Manager for Kings Meadow School in Northampton. Kings Meadow School is a day, community, special school for primary aged pupils, who have severe social, emotional and mental health difficulties.

Are you an experienced professional with demonstrable success in managing multi-disciplinary teams to deliver excellent levels of service? We are looking to recruit an individual with extensive experience in leading Premises, HR and Administration workstreams. As well as ensuring that day to day operations are managed efficiently, you will play a key role in supporting the Headteacher and Deputy Headteacher to lead change and establish and deliver programmes of work which ensure the school meets the needs of our staff and students.

The safety and wellbeing of our students is paramount so we are looking for you to promote the importance of health, safety and welfare in the school. With your team, you will have responsibility for keeping our premises safe as well as developing and implementing administrative and HR processes which guarantee our operations as well as our testing and inspection regimes are compliant with the law.

If you have appetite for hard work, believe that all young people can succeed irrespective of their learning needs, and thrive working in a fast-paced environment where no two days are the same, then please apply by completing the application form with a covering letter of no more than two pages of A4 outlining how your skills, knowledge and experience would enable you to meet the requirements of the job description and person specification.

In return we can offer you ongoing professional development, a competitive salary package with a local government pension scheme and a generous annual leave allowance. You will be based at Kings Meadow School but must be willing and able to travel on occasion between all sites across the Trust.

Visits to the school are warmly encouraged. To arrange a visit or an informal conversation with the Head teacher in relation to the post, please contact the school on 01604 673730

Closes: Wednesday 7th September 2022 at noon

Interviews: 15th September 2022

Creating Tomorrow academies trust is committed to safeguarding children, promoting the welfare of all pupils, and expects all staff and volunteers to share this commitment. Enhanced clearance from the Disclosure and Barring Service will be undertaken for the successful candidates.