



Applicant Brief
Operations Manager
One Degree Academy

We STRIVE for excellence,
step by step.



ONE DEGREE
ACADEMY

Dear applicant,

Thank you for taking an interest in One Degree Academy. It's an exciting time to join our school as we strive to offer unique opportunities and world-class aspirations.

A World's Best School 2025 finalist, One Degree Academy is an innovative educational institution. We opened in September 2016 and were graded as outstanding in all areas by Ofsted in February 2019 and December 2024. A founding principle is the idea that tiny changes can have profound effects and that a committed focus on seemingly minor details leads to continuous and sustained improvement. In short, we know that any giant leap to success is preceded by lots of small steps. That is why we place a high value on training and development. One Degree Academy is a great place to develop your career and become part of an inspiring team.



We aim for our academic achievements to be amongst the best in the country and for our students to become successful employees, citizens and family members. We are proud to have created an environment where our students are happy, inspired and eager to attend every day.

We also aim for our students and staff to strive constantly for excellence. In our small community, adults ensure that each child is known and cared for. We firmly believe in scholarship and aim for every child, no matter their background, to be given the ambition and the practical tools to succeed academically and personally, giving them the basis from which any career or academic goal is achievable.

We work tirelessly to ensure that every parent is engaged in their child's learning, that businesses and charities provide real-life experiences for our students, and that through our partnerships with top universities and world-class employers, our students are constantly offered opportunities to explore the range of future paths which lie before them.

Our aspirations for One Degree Academy are simple and ambitious: through our persistent focus on the actions necessary for great teaching and learning, every One Degree Academy student will develop the knowledge, character attributes and cultural capital to succeed at university, enjoy a fruitful career and lead a great life.

Jo Addleton
Principal



All candidates will have a commitment to upholding the One Degree Academy's STRIVE values:

Scholarship: We focus relentlessly on academic achievement, great learning and continuous improvement to get results. We show a zest for new learning.

Team work: We work together to overcome difficulties. When one of us succeeds, we all do. We are kind and supportive to all our teammates.

Responsibility: We take ownership of our actions, caring for each other and for our environment. We look to ourselves to do what's right or to find solutions. We do what needs to be done.

Integrity: We tell the truth even when it's hard and we do the right thing. We make good choices, own mistakes and are honest and trustworthy.

Value: We are useful and kind. We embrace new opportunities to develop wisdom. We add value to our local communities.

Effort: We never give up on trying to improve, even when it's hard. We know there are no shortcuts: achievement comes step-by-step.

Our strategic anchors: The '4 Cs'

Core Knowledge: We develop powerful knowledge, which leads to academic success.

Character Attributes: We foster character strengths and attributes necessary for a great life.

Cultural Capital: We raise aspirations and aim to broaden horizons.

Care: We ensure that staff and child wellbeing underpins everything through safe and effective processes.



How do we look after our staff?

We know that working in schools can be challenging. Looking after our staff means our students will get the support and help they need to succeed.

The most important way that we make sure that staff are happy is by ensuring ODA is a supportive environment that listens to staff and is committed to getting better.

We work smart at ODA and have robust systems and processes that reduce workload and allow us to focus on important tasks.

ODA Perks

Wellbeing

- Clear whole school behaviour systems that are implemented by all
- Large teaching team to support the learning and behaviour of students more effectively
- Recognition - we take the time to give shout-outs and say thank you to colleagues
- Additional days of holiday to say thank you for volunteering to support students on events that are outside the usual school day; e.g. residential trips, attending student performances, etc.
- No late-night parents evenings - we hold them during dedicated progress review days
- Termly 'Golden Weeks' where we celebrate staff wellbeing
- A golden ticket, enabling staff to enjoy an afternoon off when needed
- A two-week winter half term to enable staff to take holidays outside of normal term time so they can rest and recharge from those longer darker evenings
- Free breakfast, lunch, tea and coffee
- Discounts on a new bike via the 'Cycle to work' scheme
- Free flu jab
- Free eye test
- Leadership planning time to drive forward whole school initiatives

Staff Development

- Week-long Bootcamp to induct new staff and set up for the year ahead effectively
- Weekly CPD & coaching
- Supportive line management structure
- Collaborative planning time
- 14 whole school staff inset days dedicated to incremental improvement, planning and data analysis
- Free admission to Research ED
- External coaching for Senior Leaders

Staff of ODA Children

- Free breakfast club
- Free after school wrap-around care
- 1 x free after school club

Other

- Laptop/devices are lent to all staff who require them
- 10% off Pure Gym Membership
- 10% off car service and MOT at local garage
- Length of service rewards



Qualification: Level 3 or higher essential

Salary: S21 - S31, £44,179 - £60,141 + LGPS Pension. Starting salary will be based on experience and placed on a four-point band, subject to review.

Start date: 1 April 2026 (flexible start date for right candidate)

Reports to: Principal

Working hours: Monday-Friday, 8:00am - 16:30pm (40 hours)

Working pattern: Full-Time (52 weeks)

Unique opportunity to join an outstanding school in North London

- Do you want to play a key role in an exciting and innovative school?
- Are you passionate that all children get the best start in life?
- Do you want to move your career forward in an environment which nurtures talent and has scope for career progression?
- Do you believe all students have the potential to succeed given great teaching and the right school culture?

One Degree Academy has been given a rare opportunity to raise standards of education in North London. Our school is consistently in the top 2% of over 16,300 primary schools nationally.

We know that success and habits of excellence are achieved through perseverance and incremental improvement - 'one degree' at a time. This idea is at the heart of our school. Whether you are experienced working in schools or someone seeking to enter this profession, you will play a key part in the academy's development. As with our students, we want to grow and develop our team, 'step-by-step': all staff receive professional development in line with their role, with potential opportunities to progress as the school grows.

We are seeking to appoint an outstanding Operations Manager to help develop our new school. We are looking for someone with a positive and professional attitude, who will thrive serving the needs of our school community. This is an exciting and rare opportunity to help grow One Degree Academy and to be part of something profound and special.

In this role, you will have the opportunity:

- To join an engaged team and organisation utterly committed to developing its staff through incremental improvement, step-by-step
- To play a key role developing our school, with the potential to progress as we grow
- To be part of something profound and special

Successful candidates will:

- Have an unfaltering commitment to serving the Academy, its students and staff
- Welcome feedback and be committed to the idea of continuous improvement and self-development
- Be committed to the One Degree Academy vision and values
- Have the skills and dedication to have a positive impact on the lives of our students and on the school community



Your Role

To manage the operations of the academy, ensuring the highest operational standards are implemented. To line manage operational staff and lead effectively. To be a strategic partner for the Principal.

Key Responsibilities

Development and Leadership of the Academy

- Work with the Principal to develop the academy, including operational systems that will work effectively at scale and support growth.
- Work in partnership with the Principal and members of the leadership team in the cycle of planning, implementation, review and evaluation of the academy's Development Plan.
- Undertake and, when required, deliver or be part of the appraisal system and relevant training and professional development.
- Manage the operations teams and support their development.

Estate Management

- Lead the site team and external contractors to ensure the maintenance of the academy site, grounds, boundaries and buildings to a high standard, including security of site, upkeep of playing fields, gardens and land drainage.
- Oversee the management and provision of all lettings of the academy's facilities.
- Act as the academy's Health and Safety Coordinator, ensuring appropriate procedures/checks are implemented and operating.
- Co-operate with external advisors and be responsible for monitoring, implementation and review of the academy's Health and Safety Policy, including all risk assessment procedures.

Administration and Compliance

- With external IT contractors, act as a system manager for the computer network and MIS, giving guidance to other users.
- Ensure that the website is kept up-to-date and compliant.
- Be responsible for all statutory and statistical returns and ensure that they are completed as appropriate.
- Lead on data protection, taking responsibility for working with our external DPO to ensure data protection compliance.
- Track all academy policies and ensure they are updated in accordance with the policy review schedule.
- Monitor and update the risk register.
- Provide reports as necessary to the Governing body and Principal.

Other

- Support the academy's values and ethos by contributing to the development and implementation of policies, practices and procedures.
- Help create a strong academy community characterised by consistent, orderly behaviour and caring, respectful relationships.
- Safeguard and promote the welfare of children and young people, and follow academy policies, including the staff code of conduct.
- Work with finance and HR teams to ensure operational services are delivered on budget and provide value for money.
- Respond to major incidents at the academy, such as fire and theft.
- Cognisant that there may be times when working outside the standard hours is required for operational purposes.

This document provides an outline of the responsibilities that this role involves. However, the post-holder must be available to perform such duties at such times and such places as may be specified by the Principal and which may be reasonably requested as being commensurate with the role and duties undertaken.



E/D Essential/ desirable

Education

E/D

1	GCSE Maths and English (grade A*-C) or equivalent	E
2	Right to work in the UK	E
3	Educated to level 3 or above	E
4	Academy business management qualification such as the Level 4 or Level 5 diploma in Academy Business Management / equivalent or willingness to gain a relevant qualification	D

Experience and training

5	Experience working in or with schools	D
6	Experience of managing budgets effectively	D
7	Experience of communicating effectively in a wide variety of forms to a range of audiences	E
8	Comfortable working in a senior position with line management experience	E
9	Excellent IT skills	E

Behaviours and Attitudes

10	'Can do' attitude and willingness to support in all aspects of academy life – often going 'above and beyond'	E
11	Alignment with One Degree's vision and values and a strong commitment to delivering it	E
12	High expectations of staff, students and self	E
13	Action-orientated, outcomes-focused and takes personal responsibility for own actions	E
14	Strong interpersonal, written and oral communication skills	E
15	Ability to lead, enthuse and inspire others, bringing the best out of team members	E
16	Ability to think strategically but with an eye for detail	E
17	Commitment to the safeguarding and welfare of all pupils	E
18	A good sense of humor, energy and enthusiasm	E
19	Evidence of commitment to equality and diversity	E

To apply

- Download an application pack from onedegreeacademy.org/vacancies
- Completed applications should be e-mailed to: HR@onedegreeacademy.org
- Closing date: 1 February 2026
- Early applications and school visits are encouraged. We will process all applications on a rolling basis.

To arrange a visit or if you have any questions, please email: HR@onedegreeacademy.org

Encouraging Diversity

ODA is committed to eliminating discrimination and encouraging diversity amongst our employees. We consider ourselves incredibly fortunate to be working in London, one of the most diverse cities in the world. Our aim is that our workforce will be representative of all sections of society and each employee will feel respected and able to give their best.

Fairness in how we recruit and select our employees plays a significant part in creating an equal-opportunity environment. Our aim is that every internal and external applicant who applies for a position within the Academy is considered against criteria, which relates only to the requirements of the job. To that end, we are committed to providing equality and fairness for all.

Appointment is conditional upon receipt of references from appropriate referees, which, in the view of the Academy, are satisfactory.

Safer Recruitment

ODA is committed to safeguarding and promoting the welfare and safety of our children and young people in our schools. We expect all staff to share this commitment in line with the latest “Keeping Children Safe in Education” guidance. The Academy will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. The Academy makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record, this will not automatically debar him/her from employment within the Academy. Instead, each case will be decided on its merits in accordance with the objective assessment criteria.

ODA requires all employees to undertake an Enhanced DBS check because of the nature of our work. Applicants are required, before the appointment, to disclose all previous convictions, cautions, reprimands or warnings (except those which are “protected” as defined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013). A failure to disclose a previous conviction, caution, reprimand or warning may lead to an application being rejected or, if the failure is discovered after employment has started, may lead to termination of employment.

For further information visit www.gov.uk/government/organisations/disclosure-and-barring-service

