



LEARNING TODAY LEADING TOMORROW



OPERATIONS MANAGER

WELCOME TO RUGBY FREE SECONDARY SCHOOL

CONTRACT TYPE
PERMANENT

CONTRACT TERM
FULL TIME

EXPIRY DATE
23.03.2023



Why Work at Learning Today Leading Tomorrow

Relationships are at the heart of LT2. We underpin our core values and are always looking for dedicated staff who share our ethos and demonstrate our values.

The wellbeing of staff is a priority here across the Trust and this has been developed as part of the Trust's wellbeing commitment for all staff.



There are many benefits for staff working at LT2

- Competitive salaries which are reviewed annually
- A first-class Pension Scheme
- Employee Assistance Programme
- Enhanced Maternity, Adoption and Paternity Leave
- Membership to the Confederations Schools Trust
- Commitment to staff professional development
- Extensive resource library
- Career opportunities for staff to progress



Vision, Mission and Values

Vision



The vision of Learning Today Leading Tomorrow is to build a group of outstanding schools across phases, including specialist provision. As a Trust we provide vibrant and inclusive learning environments in which every member of the Trust community is passionate about learning.

The Trust is led by a CEO who works closely with Headteachers and our schools are supported by a central team to support finance, HR, estates, procurement, IT and governance.

Mission



LT2 Trust and schools have a relentless focus on high achievement, supported by robust organisational structures and governance. We aim to give children and young people in our care the knowledge, skills and experiences to expand their minds and world view to enable them to develop a naturally inquisitive approach to learning and life, fit for an ever-changing world.

Ultimately, we educate and support all children attending LT2 Schools to grow into capable and contributing citizens who have developed the personal attributes and characteristics that will enable them to become considerate, self-reliant and confident young people who are ready for the next stage of their lives.

Values



The Trust Values underpin the mission and provide the basis on which LT2 Trust, School Leaders, all staff and students can articulate the key behavioural characteristics that promote a positive philosophy. Our six values are unseen drivers of our behaviour as experienced by others and are designed to create a shared organisational culture:

- **Kindness** – The quality of friendliness, generosity, and consideration
- **Collaboration** – The belief that working and learning with others will lead to greater success
- **Curiosity** – A strong desire to know and to learn
- **Resilience** – The ability to recover quickly and learn from the difficulties we face
- **Respect** – To appreciate the importance of understanding and admiration for others and self
- **Endeavour** – The belief hard work is needed to achieve something of which we can be proud of



Rugby Free Secondary School

Learning Today Leading Tomorrow (LT2) is a not-for-profit Multi-Academy Trust (MAT) based in Rugby. Its founding schools are two start-up free schools, Rugby Free Primary School and Rugby Free Secondary School.

Learning Today Leading Tomorrow aims to provide local, inclusive education to support children and young people to gain the knowledge, skills and experiences that will enable them to move onto the next stage of their education and life, prepared for an ever-changing world.



Iain Green, Acting Headteacher



We set high expectations for our staff, who in turn encourage our students to be ambitious and have high aspirations.



It is an exciting time to be working as part of the RFSS family and as part of our Trust, Learning Today Leading Tomorrow.

RFSS opened in 2016 and we relocated to our brand-new purpose-built facility in February 2020.

Our school is committed to providing success for all of its students, and providing a workplace that supports its staff, to ensure they are able to work to the best of their ability for our students every day.

You won't find teachers and staff anywhere else who are as committed to a school's purpose and supporting its success. Relationships are at the heart of RFSS and underpin our new core values.... and we are always looking for dedicated staff who share our ethos and demonstrate our values.

The wellbeing of staff is a priority here at RFSS and we have developed a wellbeing commitment for all staff. This is monitored by our Wellbeing group and regularly reviewed with all staff.





Staff Wellbeing Commitment at RFSS

Trust Wellbeing Survey
2022



Kindness:

- 'Shout outs' for staff who have gone above and beyond.
- Support flexible working requests.
- Opportunity to attend personal events or celebrations.



Collaboration:

- Staff Wellbeing committee.
- A 'buddy' to provide support and advice.
- Staff social events across the year.
- We provide staff with a free lunch on the day of their duty.
- Regular staff breakfasts, food on all CPD days and occasional treats



Curiosity:

- Promote and support Staff CPD
- Staff to network and visit other schools to improve their practice and share great ideas.



Respect:

- Staff Room - meet, work and even socialise
- Each faculty has its own staff work room
- Regular appraisal conversations to discuss career progression



Resilience:

- We promote resilience through our reflective CPD pathways.
- We have an area in the staff room dedicated to wellbeing which is used to promote health and wellbeing.
- We share weekly health and wellbeing information.



Endeavour

- Promote work life balance
- Celebrate our staff and their achievements on a regular basis, for example; a black tie celebration evening.

“96% of staff are proud to be a member of the school ”

“84% of staff feel well supported at work”

“88% of staff feel happy in their role ”

“82% of staff believe Leaders and Managers are considerate of their wellbeing ”

“99% of staff feel optimistic about the future ”

Operations Manager Job Description

Salary and Grade	£31,700 - £35,700
Reporting to:	Headteacher
Functional Reporting to:	Trust Business Manager and Chief Financial Officer
Liaising with:	All school based staff and Trust Finance Team
Line Managing	Office based administrators (including Receptionist) and Facilities Team Leader

About Rugby Free Secondary School

'Pupils benefit from a school community that includes pupils from a wide range of different backgrounds and cultures. There is a culture in which pupils see these differences as a positive thing. Uniqueness is valued and celebrated. Pupils feel confident 'to be themselves' at Rugby Free Secondary School. (Ofsted 'Good': July 2021)'

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. This is also the case with our teaching staff, who continuously develop and update their own pedagogical practices, through Action Research projects and other bespoke professional development sessions.

Please find below link to our website with the latest Ofsted report when we were graded as 'Good'.

<https://www.rugbyfreesecondary.co.uk/ofsted>

Our Values are:

- Kindness – The quality of friendliness, generosity, consideration, honesty
- Collaboration – The belief that working and learning with others will lead to greater success
- Curiosity – A strong desire to know and to learn
- Resilience - The ability to recover quickly and learn from the difficulties we face
- Respect - To appreciate the importance of understanding and admiration for others and self
- Endeavour - The belief that hard work is needed to achieve something we can be proud of

Strategic Responsibilities

- To contribute to the strategic development of the school by working with colleagues to develop and evaluate strategies, policies, processes and procedures, and to promote and manage change in order to meet the School's priorities identified in the School's Improvement Plan.
- To provide administrative support to contribute towards tracking the pupil premium funding provided to school to support specific groups of children who are vulnerable to underachievement, ensuring that they receive educational opportunities to improve attainment and overcome barriers to learning.
- To ensure the school makes best use of its resources through strategic planning, and the production of timely and fully costed sustainable proposals, 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.
- Through active involvement with on the Senior Leadership Team ensure that all forthcoming events are facilitated in terms of support services and availability of accommodation and resources.
- Provide outstanding operational management offer all areas of responsibility.
- 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 to the School are effectively undertaken through delegation to support from the admin team.

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.
- 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.
- To lead on any government announcements in relation to Covid-19 (including the organisation of staff and pupil attendance).

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.

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

Contact Information

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 us

 01788 222060

 sarah.abel@rugbyfreesecondary.co.uk

 Anderson Avenue, Rugby, CV22 5PE

 www.rugbyfreesecondary.co.uk/vacancies

Closing date for applications: 23.03.2023

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.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant duties as directed by the Headteacher or Trust Central team as may be reasonably expected.

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

Learning Today, Leading Tomorrow (LT2) is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check. LT2 is always happy to receive speculative applications from excellent teachers and support staff.
