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Bourne
Education
Trust
Transforming schools... changing lives




“Everything matters, at all times”

Teddington School Operations Manager Recruitment Pack



Welcome from our Headteacher

Thank you for your interest in working at our school. Please read through our recruitment pack, which we hope will give you a flavour of our school.

 Please click the link icon to watch a film about life at our school

Teddington is a vibrant and academically successful school, offering a wide and balanced curriculum coupled with a rich and varied programme of extra-curricular activities, all supported by an outstanding pastoral system. We have a positive outlook and a 'can-do' approach amongst staff and students. A strong learning culture is evident because there is an acknowledgement that we are all learners, and we can all improve. **We were judged 'Good' by Ofsted in November 2021.**

We have a modern and attractive campus that overlooks the River Thames, and the site forms an extremely pleasant working environment. **Our school is a happy community with a calm and caring atmosphere**, with mutual respect between all members of the community, and the fundamental principle that teachers have the right to teach and students have the right to learn.

We are proud to be part of The Bourne Education Trust (BET) - a successful multi-academy, made up of nineteen schools (plus a further three associate schools), across primary, secondary and special education. BET continues to grow a community of like-minded academies with the highest aspiration and dedication to achieving the best outcomes for their learners. They understand that people are the key to success, and for this reason believe in creating great places to work where people feel supported and encouraged to be the best they can possibly be. **Staff within their schools can expect to be challenged and motivated to achieve their ambitions**, and such is the scale and scope of the Trust's school-to-school support work, successful candidates can expect to receive rapid promotion either through direct placement or via secondments from their home school.

If after having read the enclosed information, you decide that you wish to apply to become a member of our thriving and successful community, please complete an application form and submit your supporting statement by the given date.

If you wish to have an informal discussion about the post before applying, please feel free to contact our HR Officer on 020 8943 0033 or you can email hrdepartment@teddingtonschool.org

We look forward to receiving your application.

A handwritten signature in blue ink, appearing to read 'K Pacey'.

Kathy Pacey



About Bourne Education Trust

Based in Surrey, Hampshire and Richmond, we deliver the very best educational experience for our pupils. It is responsible for the education of approximately 10,500 pupils and employs just over 1,300 staff. The Trust is organised into both phases and clusters to support specialist and cross-phase collaboration.

The size of its schools range from a one-form entry primary to an eight-form entry secondary school with a sixth form. Schools are equally important and carry the same influence in terms of decision-making within the Trust. Each school has its own head and local governing committee. The Trust is led by a team of 5 senior leaders who report to the CEO, Alex Russell.

Since 2012 it has taken 9 schools from special measures or requiring improvement to good or outstanding. The rest have maintained their good status whilst in the Trust. BET has transformed the finances in 12 of its schools so that no school in the Trust is in deficit.

BET's values are summarised by our strapline: **'Transforming schools; changing lives'**. We absolutely believe that all children regardless of context or background deserve a great education, hence our involvement in schools and communities that have not experienced this. Whilst we want our schools to retain their own identity, all BET schools share environments that are **extremely warm and welcoming, professional, relentlessly positive, highly aspirational and characterised by happy and safe pupils with excellent relationships between them and the staff**. In all classrooms and beyond pupils enjoy creative and effective teaching and learning that fosters belief and confidence.

Our philosophy is to have schools working as effectively as possible and serving their community. We err towards independence on the independence/standardisation continuum but never forget we are one organisation working together. Our schools welcome the support of the Trust and its collective ethos but relish their remit as local schools and the responsibility that brings. Where we have centralised, it has not been driven by us but by the legal framework in which we operate and the requirements of the Academy Trust Handbook.



Please click the link icon to visit the Bourne Education Trust website



Our Promise

Every pupil can expect to:

- Be known by our staff
- Experience an aspirational culture in which we refuse to accept barriers to achievement
- Have ambitious targets and access to appropriate resources to support their learning
- Meet and talk with our staff regularly about their learning and progress
- Learn within the classroom with appropriate support and to receive extra help when necessary
- Have their learning and progress and that of their peers effectively tracked
- Experience peer-to-peer support within the classroom rather than having total reliance on adults
- Experience a caring and supportive culture in which every individual is safe and can thrive.



About Our School

Our Location

Teddington School is situated on the banks of the River Thames, in the London Borough of Richmond upon Thames, in a **£36m modern, attractive campus**. The local area has lots of open and green spaces and has become a desirable area to both have a family but also enjoy the benefits of living close to **Central London and Kingston-upon-Thames**.

 Please click the link icon to access the virtual tour of our school

The school is well serviced by public transport, with Hampton Wick train station a five-minute walk. We offer free car and cycle parking for all staff members.

Our Benefits

- A shorter academic year (36.8 weeks per year) – meaning more holiday time and work-life balance
- Students leave school at 2pm on Fridays, giving the opportunity for an earlier finish
- A twilight CPD programme creating time off in lieu for longer holidays
- A commitment to reducing staff workload
- A 24/7 Employee Assistance Programme to support your mental health and wellbeing
- Visible SLT with an open-door policy to support your day to day
- Outstanding ECT training and support in partnership with the Xavier Education Trust
- Shared resources and lesson planning
- Great opportunities for career progression
- A professional network of over 20 schools across the MAT to share and receive expertise, guidance and support.

“Staff at all levels speak about a clear ‘open door policy’ in the school. They feel that leaders take clear consideration of their workload and wellbeing. They value the training they receive”

Ofsted 2021

 Please click the link icon to access the performance tables for Key Stage 4

 Please click the link icon to access the performance tables for Key Stage 5



“Teaching takes place within a supportive and inclusive classroom environment...Teddington is a caring environment where diversity is recognised and celebrated”

“This is a school where pupils enjoy their lessons, feel happy and feel safe. Pupils are respectful towards one another and value the positive relationships they have with staff”

Ofsted 2021



Advert: Operations Manager

36 hours per week, 52 weeks per year (preferred) *timings and working pattern negotiable*
NIC SO2 – points 26-28 - £32,986 to £34,808

Teddington School has an exciting opportunity for an Operations Manager to join us as soon as possible.

The successful candidate will support the Business Manager in providing a high level of service to ensure the smooth running of the school. The role includes responsibility for the front of house operations and overseeing the premises team. You will deliver a strong customer focused operation and have excellent communication skills and the ability to liaise with multiple stakeholders.

The ideal candidate will have a background within education (or similarly complex environment) and this opportunity would suit anyone with a flexible, hands on approach and for the right ambitious candidate could lead to further progression opportunities within school business leadership.

A job description and person specification can be found further down.

Closing date for applications: **Monday 27 June, 12 noon**

Interviews: likely to be **Friday 1 July 2022**

Please email your completed application form to Kim Bradstreet, HR Officer,
(hrdepartment@teddingtonschool.org) or you can post your application form for the attention of Kim Bradstreet, at Teddington School. Please note that we are unable to accept or consider CVs.

Teddington School may hold interviews as and when applications are received, and this job may be withdrawn at any point without notice. With this in mind, you are encouraged to apply as early as possible.

Teddington School is committed to safeguarding and successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check.



“The value placed on newly qualified teachers is phenomenal. I have never felt like my comparatively few years of experience teaching has ever held me back. I was made to feel as valued and worthy of opportunities in progressing my career as much as any other member of staff”

Hollie Pleavin, Head of Year 7



Job Description: Operations Manager

Grade: NJC SO2 – points 26-28

Hours: 36 Hours per week, 52 weeks per year (preferred)

Responsible to: Business Manager, Headteacher

Role Description and Key Purpose

- To lead and manage the administration and premises day to day operations within the school.
- To plan and schedule tasks and responsibilities for the support services teams and line manage the service leads to ensure an effective service and timely completion of all day to day operations.
- To ensure operational health and safety functions are undertaken and managed.
- To support the School Business Manager with further tasks as directed.
- Duties as required by the Headteacher to ensure the smooth running of the school.

Specific duties and responsibilities

Administrative

- To ensure administrative processes are strong and efficient and that relevant staff have a clear understanding of their duties.
- To provide support for and line management of the administrative team throughout term time and holiday periods.
- To ensure the school has strong records management processes and this is adhered to.
- To ensure the team provide general support to ensure teachers can fulfil their role.
- To ensure the school always has a strong front of house, ‘customer first’ approach to all.
- To improve and maintain the appearance of the reception lobby and the first impression for visitors.

The Board of Trustees, Local Governing Committees (LGC) and all leaders across Bourne Education Trust recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors. We expect all colleagues to take reasonable care of their own health and safety and that of others who may be affected by their actions at work. All BET employees must cooperate with us to access proper training and to make sure they understand and follow the Trust’s Health and Safety policies and procedures, and to help everyone meet their legal requirements. All colleagues must take responsibility for reporting concerns relating to health and safety matters through appropriate channels.



“I started working at Teddington School in the midst of the pandemic, and although a strange time, I have never felt so supported at work. There is a real feel of team culture, where everyone is happy to help anyone. It is so nice to work at a school where you do feel empowered to take risks in your teaching and are so supported in your own professional development with opportunities available. I am proud to say that I work at Teddington School!”

Rebekah O’Hanlon, Teacher of PE



Job Description (continued page): Operations Manager

Premises and Health and Safety

- To manage the premises team, including induction, training, and performance management.
- To ensure the team are deployed effectively to provide an efficient premises service, 52 weeks per year.
- To oversee compliance processes and ensure remedial work takes place in a timely manner.
- To oversee contractor management processes.
- To manage the premises budget and ensure resources are deployed appropriately.
- To develop and input into a working premises plan for weekly to annual works with forecasting for future years.
- To develop and oversee the lettings process.
- To ensure strong and robust first aid and incident management procedures.
- To manage the cleaning contract on behalf of the school.

Business

- To liaise with outside agencies to lead school operations as the main point of contact.
- To deliver specific projects as agreed on behalf of the Business Manager.
- To collate key information required for statutory returns by specific deadlines.
- To coordinate multi-department or multi-staff responses required for projects and developments.
- To deliver new initiatives and developments through a hands-on, leadership approach.
- To lead the schools marketing and advertising approach and develop a strategy with the Business Manager.

General

- To ensure all GDPR principles are closely followed.
- To ensure all line managed staff have regular appraisals and have clear duties and instructions to be successful in their roles.
- To uphold the value of Teddington School and Bourne Education Trust.
- To represent the school at external events as appropriate.
- To attend SLT and Governors meetings where relevant.



Person Specification: Operations Manager

Essential	Desirable
Educated to degree level, or significant working experience in a managerial or operations role	Experience of working in a school environment
A good understanding of strong customer service	IOSH or NEBOSH qualifications
Strong interpersonal skills	Experience of customer service
Experience of working both independently and in a team	Experience and understanding of large building maintenance, health, and safety
Strong computer literacy to include Microsoft Office programmes	Experience of successful budget management
Able to take a flexible approach to their workload and priorities	
Evidence of successful project management	
Experience of managing others	
Have a commitment to safeguarding, inclusion and equal opportunities	

Teddington School has a commitment to placing the promotion of equality, diversity and inclusion at the centre of every aspect of its work and we want all our staff to feel valued, appreciated and free to be who they are at work. Our staff body represents many different cultures, backgrounds and viewpoints, reflecting the makeup of our student population and ensures that all students have role models to guide them throughout their journey at Teddington.




“One reason I love working at Teddington School is the community feel and supportive environment that is built on strong professional relationships and mutual trust between all staff members. Since becoming part of the Bourne Education Trust the professional network of multiple schools working together enables me to carry out my role with greater confidence and there are a wider range of career development opportunities”

Joe Taylor, Subject Leader, Science



How to Apply

Interested candidates should complete an application form which can be downloaded from the school website.

 Please click the link icon to visit the vacancies page to download an application form


Completed forms should be emailed to hrdepartment@teddingtonschool.org marked for the attention of Kim Bradstreet, HR Officer.


Please note that we are unable to accept or consider CVs.

Useful Information

For further information about this vacancy please use the following contact details, quoting Ref: **Operations Manager**.

 Kim Bradstreet, HR Officer

 020 8943 0033

 hrdepartment@teddingtonschool.org

How to find us

 Please click the link icon to access a map of the area

Safeguarding

Teddington School is committed to safeguarding and protecting the welfare and safety of its staff and pupils, and follows safeguarding interview procedures. We expect all candidates to meet the highest standard of safeguarding and successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check.



Teddington School Leadership Team



Kathy Pacey
Headteacher



Karen Barham
Deputy Head



Philip Wragg
Deputy Head



Chris Daniel
Business Manager



Kirk Campbell
Assistant Head



Alison McGrandles
Assistant Head



Kath Corrigan
Assistant Head



Rachel Foley
Assistant Head



Nicola Green
Assistant Head



Paul McGrath
Associate Assistant Head