



Application Pack and Job Description
Operations Manager



Ivy Education Trust Operations Manager

Required from January 2025 (or earlier if possible)

Are you an experienced and dynamic operations professional looking to make a meaningful impact in the education sector?

As we continue to grow and evolve, we are looking for an experienced and proactive leader to shape this role and drive operational excellence across our schools. This is a unique opportunity to be at the forefront of a transformative journey, ensuring the seamless delivery of key functions that support our mission to **empower futures; for a better tomorrow**. If you're ready to take on a challenge and make a lasting impact, we want to hear from you!

This is an exciting opportunity to contribute to the success and smooth running of our Trust, ensuring the delivery of high-quality education across our schools. The Operations Manager is a key member of the central team and will contribute to delivering the Trust's strategic aims, through the development of the Trust's central services to meet statutory requirements and support continuous improvement and growth.

Ivy Education Trust is committed to providing a broad, balanced and ambitious curriculum in all its schools so all children and young people develop the character and qualifications needed to open doors to their future success. A strong focus on developing and providing inspirational teaching and leadership in all schools, through school-to-school improvement, ensures outstanding progress and educational enjoyment for all members of the partnership's community.

The unique character of each school is celebrated and nurtured to ensure choice and variety in educational provision. Our mission is to improve life chances for every child and young person we serve, through broadening their opportunities and enabling them to reach their full potential. We support and all members of our learning community to dream big, aim high, and achieve more than they ever thought was possible. If you share these visions and aspirations, then we very much welcome your application for this post.

If you have any questions about the role, then please email Jonathan Lasker, Director of Operations, on jonathan.lasker@ivyeducationtrust.co.uk

Application forms and further information are available from our website, www.ivyeducationtrust.co.uk or via email to recruitment@ivyeducationtrust.co.uk

Completed application forms should be sent to recruitment@ivyeducationtrust.co.uk. We reserve the right to interview before the closing date, so please get your application in early.

Closing date for applications is Monday 7th October 2024 at 09:00. Interviews will be held on Monday 14th October 2024.

Job Description

Post Title:	Operations Manager
School:	Ivy Education Trust
Working Hours:	37 hours per week, all year round
Salary Grade:	Scale 9, Point 40-44 (£48,474 - £52,566)
Contract Type:	Permanent - Required from January 2025 (or earlier if possible)
Responsible to:	Director of Operations

Liaising with:

- Chief Executive Officer
- Trust Executive Team
- Trust Central Team
- Headteachers
- School Leadership Teams
- Trustees/Local Governors
- External agencies

About the role:

In this role, you will support the Director of Operations in the delivery of the of the Trust's priorities and be proactive in identifying the most appropriate solutions for schools within our Trust. You will have the capacity and experience to lead and deliver across a number of functional areas including estates, digital, procurement, health and safety, capital projects, risk management and data protection. You will lead with compassion and clarity and have a relentless focus on maximising the experience and outcomes for our staff and students.

Areas within scope:

Estates Management

- To assist the Director of Operations in the development and implementation of a Trust Asset Management Plan for the Trust land and buildings, in liaison with Headteachers and the Trust Executive Team
- To assist the Director of Operations in the development and implementation of a Trust Sustainability Plan to ensure all schools are carbon neutral by 2030
- To support the Director of Operations in managing the annual capital allocation to the Trust, ensuring it is directed effectively

Catering provision

- Liaise with the Catering Manager on day to day basis to ensure that the appropriate level of service and food quality/nutrition is being delivered
- Meet with the Catering Company's Operations Manager/Account Manager at least every half-term in order to effectively manage the contract and food provision

Health and Safety

- To oversee and assure compliance management systems across all Trust sites
- To liaise with external agencies who provide the Trust's H&S audits and oversee action plans
- To assist the Director of Operations with Trust policies and guidance regarding H&S
- To oversee and provide assurance to the Trust that the provision of an appropriate learning environment that is safe and secure for all stakeholders
- Perform and review facilities and premises risk assessments as necessary
- To oversee accident management incidents across the Trust

Wider stakeholder relationship management

- To effectively liaise with external agencies
- To work with all stakeholders in the wider learning community to promote the values and aims of the Trust
- Attend meetings of the governors' LGBs to keep them informed and knowledgeable about facilities and premises matters

GDPR

- To deputise for the DPO, as and when required
- To support the DPO with subject access requests, freedom of information requests and data breaches

Other

- To conduct oneself in a manner befitting a member of staff at all times, ensuring behaviours that display positivity to others
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Trust's safeguarding policies. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS
- To comply with legislation, policies and procedures relating to the Trust
- To undertake any other duties as deemed appropriate by your Line Manager

The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Director of Operations, Chief Executive Officer or Trust board.

This is a description of the role as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Person Specification

Criteria	Essential	Desirable
Qualifications		
Degree or national certificate or appropriate experience at a senior level	✓	
Health and Safety qualification		✓
Leadership and management qualification		✓
Professional experience and knowledge		
Leading and motivating teams, particularly through periods of change	✓	
Experience in managing a positive health and safety culture	✓	
Proven ability to manage and prioritise workloads working within tight budgets and timescales	✓	
Ability to contribute effectively at a senior level to assist in shaping and developing the organisation for the future	✓	
Implementing and driving efficiency measures	✓	
Ability to engage with partners and stakeholders to deliver both joint and organisational aims	✓	
Costing of works and assisting with preparation of annual budgets	✓	
Monitoring/forecasting expenditure against budget	✓	
Preparation and analysis of tender documents		✓
Preparing and managing contracts		✓
Use of accounting software		✓
Emergency responses		✓
Personal aptitudes, qualities and skills		
Highly motivated, dependable, open and reliable	✓	
Excellent verbal and written communication skills	✓	
A positive, proactive and innovative approach to tackling and solving problems	✓	
Commitment and loyalty to the organisation and its aims	✓	
Depth of character, presence and mature leadership skills	✓	
Sound organisational ability	✓	
Presentational skills both verbal and written (report writing)	✓	

Criteria	Essential	Desirable
People management skills; leading, motivating, mentoring, restoring efficiency, disciplinary	✓	
Maintenance of the aim; ability to prioritise effectively while under pressure	✓	
Able to identify, define and quantify risk	✓	
Able to exercise independent judgement, reasonable care, skill and diligence	✓	
Full driving licence required	✓	
Required to travel regularly to other offices and sites	✓	
Understanding of safeguarding issues and promoting the welfare of children and young people	✓	

Ivy Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are expected to undergo Disclosure and Barring and employment checks.