



L.E.A.D. Academy Trust

Lead • Empower • Achieve • Drive



Candidate Information Pack

Operations Manager

The Birley Academy, Sheffield



L.E.A.D. Academy Trust

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About the Trust

Be part of an ambitious, high-performing Trust, committed to improving the lives of children and young people.

L.E.A.D. Academy Trust comprises primary and secondary academies across Nottinghamshire, Derbyshire, Leicester, Lincoln and Sheffield. Established in 2011, our mission is to be a pioneering, confident, high-performing Trust with national and international influence.

"We are determined to bring about change and improvement to educational standards in the region by appointing visionary leaders who believe in the Trust's vision and values and are committed to making a tangible difference to the lives of children and young people."

Diana Owen, CBE - Chief Executive Officer

Inspiring experience

Our Trust Executives have first-hand experience of working in education, so they know what it's like to be on the front line. We pride ourselves on the support and advice we give to all our staff, enabling them to be exceptional leaders and teachers who can inspire both pupils and staff. By choosing to work with us, you will be helping to improve educational outcomes for children, young people and the local community.

Within our Trust, all academies strive to achieve:

- The highest standards of behaviour and conduct
- Outstanding teaching and learning
- A fully inclusive approach where all children are equally important
- A climate of mutual respect between the children, staff and community
- A 'can-do' attitude - high aspirations for all involved with the school
- A wide range of enrichment opportunities for all to get involved in
- A celebration of all the cultures and faiths represented in the school
- An organisation in which there are no excuses for underachievement.

Supporting external trusts and schools

As well as our core offer to L.E.A.D. academies, we offer additional areas of support to external trusts, schools and organisations through L.E.A.D. IT Services and L.E.A.D. Teacher Training Hub.

If you are ambitious, determined, energetic and passionate about education and want to join us on our mission, then we look forward to receiving your application.



L.E.A.D. Academy Trust
comprises of:

24
primary

..... and

3
secondary
academies

..... across

5
geographical
regions

..... with

11,000
pupils

..... and

1,500
members
of staff



Message from the Headteacher

I am very proud to be the Headteacher of The Birley Academy and feel honoured and privileged to work with our pupils, parents, carers, colleagues and community to be part of the team who are making The Birley Academy a brilliant place to learn and work.

I am passionate about working with our staff in school and with colleagues across L.E.A.D. Academy Trust to ensure that the education we provide our pupils is of the highest quality, studying a broad range of subjects complemented by a clear personal development and wider curriculum offers.

Victoria Hall, Headteacher



About The Birley Academy

The Birley Academy is a popular secondary academy in the southeast of Sheffield. We have a modern building set on a pleasant campus with excellent facilities.

We believe that our students are entitled to nothing but the best and are fully committed to transforming the school into an exceptional place to learn.

We can offer you students who are keen to become their best selves; student who will make you remember why working in a school is so special; staff who are hardworking and who want the best for our school; a leadership team who are passionate and dedicated to making The Birley Academy brilliant and a supportive and aspirational Trust.

Our vision is simple: to ensure that we constantly challenge ourselves and our students to aspire to our very best, enjoying learning and being active members of the learning community. As part of the L.E.A.D. Academy Trust, we work with all stakeholders including parents, local businesses, community leaders and our partner primaries to represent and best meet the needs of our students.





Benefits of being part of L.E.A.D. Academy Trust

We recognise that successful people place value on a range of benefits associated with their careers, including receiving professional recognition, commensurate financial reward, job satisfaction, opportunity to innovate and a balanced approach to work and personal time. We place value on these aspects too.

Competitive salary

All Trust roles* are subject to a minimum hourly rate, which is currently above the National Living Wage amount. All our support staff roles are subject to a competitive 6-point salary range, allowing for progression within the role.

Pension scheme

Automatic entry to the Local Government Average Salary (LGPS) pension scheme. Benefits include generous employer rate of contribution at minimum 17%, life cover, lower tax, survivor benefits and ill health cover.

Enhanced annual leave

Holiday allowance starts at 26 or 31 days, up to a maximum of 36 days. Term time only workers also benefit from the same annual leave entitlement paid as part of their usual monthly payroll. This varies on the role and amount of service, increasing after 5 and 10 years' service. Holiday is in addition to Bank or Public holidays.

Employee assistance programme

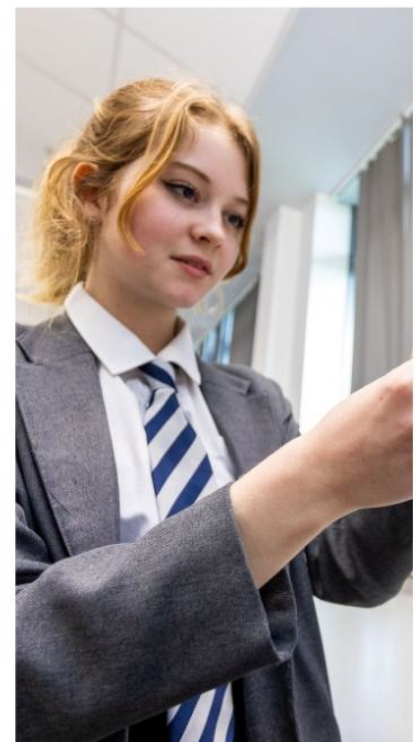
The Trust is committed to supporting staff wellbeing and partner with Health Assured to offer a comprehensive Employee Assistance Programme to all Trust employees and extends to dependent adults living the same household. This includes access to a 24/7 free phone helpline 365 days per year to access advice and support on emotional, financial, legal or other lifestyle matters.

Continuing professional development (CPD)

We provide excellent training and development opportunities within the Trust, including a full induction programme for all staff.

And more!

- Access to free Trust Occupational Health service, including physiotherapy
- Access to staff discounts and cashback for a huge range of products, including travel, shopping, insurance, motoring and utilities.
- Travel expenses for business travel at maximum HMRC mileage rate.
- Free eye tests for VDU users.
- Free seasonal flu jabs.



"Everyone is valued, everyone is supported, and if you hold the same values that L.E.A.D. has, then really consider coming to work with us."

Becky Hyder,
Safeguarding Compliance
Lead

**With the exception of
Apprenticeships*

*“Leaders are
dedicated to
ensuring pupils
are safe and
well cared for.”*

*Ofsted report,
March 2023*



How to apply

Please send a completed application form and covering letter explaining your interest in the role and how you meet the person specification to: hr@leadacademytrust.co.uk

CLOSING DATE: 30th August 2024

INTERVIEWS: We expect interviews to take place early September 2024

Applications will be reviewed upon receipt, therefore shortlisted candidates may be contacted in advance of the closing date.

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

For an informal, confidential discussion about this opportunity, please email: hr@leadacademytrust.co.uk



"I wanted to be part of an organisation that works in partnership, believes in collaboration and invests and understands the importance of high-quality leadership and management."

Rebecca Riley, Deputy Headteacher,
Huntingdon Academy



Job description

Key responsibilities and accountabilities

Operations Manager

Salary:

Pay Scale: NJC 31 – 36 (£40,476 - £45,718)

Location: The Birley Academy

Line Manager: Head of Operations

Job purpose:

To provide the overall strategic and operational leadership and management for all aspects of site management including premises, Health & Safety, ICT, reprographics, community usage, catering, administration, cover, HR, and operations support in the academy.

To develop, lead and manage operational staff ensuring that the resources and systems of the academy are deployed effectively and efficiently to achieve the educational aims of the academy.

Duties and Responsibilities:

Leadership

- Be a member of the Senior Leadership Team, contributing to strategic planning and decision making and leading staff training where relevant.
- Lead on the school's operational requirements, including contract procurement, systems set-up, staff training and implementation of policies and procedures.
- Work closely and liaise with the L.E.A.D central regarding operations and Premises to ensure that in-school processes, as applicable, are implemented and followed.
- Manage the academy's operational budget, ensuring that spend is managed in line with approved budgets and input into termly forecast/budgeting process, analysing and reviewing strategic plans for Academy's operational areas.
- Support the leadership team in developing the strategic approach for lettings and community links and lead on establishing links with the community in this regard.
- Work with the Central Facilities Team and site manager to project manage capital building projects and planned maintenance.
- Be responsible for overseeing the efficient running of the Office, Administration, HR, cover, Reception, Premises, Catering and Reprographics staff.



Managing People & Services

- Oversee and line manage Office, Administration, cover, HR, Reception, Premises, Catering and Reprographics staff to ensure they are motivated, have high levels of commitment and productivity and perform well in their roles.

School Operations

- Achieve the most competitive pricing for goods and services for the academy, complying with current and relevant procurement legislation and LE.A.D's policies.
- Responsible for the Academy Single Central Record, ensuring all tabs are accurate and kept up to date daily. Ensure that employees, governors, agency staff, visitors and contractors etc are correctly logged on the Single Central Record with all relevant checks in place and evidenced to comply with safeguarding policies. Ensure letters of comfort for all visitors are kept securely.
- Ensure the academy is compliant with all the L.E.A.D policies, rules and procedures, including Fire and Health & Safety legislation.
- Establish and maintain effective administration systems throughout the academy, including systems for monitoring and reporting on all operational functions.
- Work with L.E.A.D central team and other trust academies to establish good practice throughout the network, offering support where required.

Premises Management and Health & Safety

- Work with the Trust procurement team to prepare work specification for tender and to assist with the selection of contractors.
- Work with the Trust's Health & Safety Officer to formulate, implement and monitor the Academy's Health & Safety policy and Emergency Plan.
- Ensure a safe environment for the stakeholders of the Academy. Monitor statutory Health and Safety checks, Fire Risk Assessment and update the Business Continuity Plan.
- Line management of Premises staff
- Work with the Site Manager to Manage/co-ordinate any building works
- Overseeing all risk assessments across the site and checking that they are reviewed and shared. Supporting subject leaders, technicians, the Catering Manager and the site team to ensure Risk Assessments for their areas of responsibility are appropriate. Maintaining a log of all Risk Assessments.
- Lead on updating Evacuation and Lockdown procedures. Undertake drills for Evacuation and lockdown and ensure logs of drills and resulting actions are maintained.
- Ensure a safe environment for the stakeholders of the Academy. Monitor statutory Health and Safety checks, Fire Risk Assessment and update the Business Continuity Plan.



Management Information Systems and ICT

- In consultation with LEAD ICT ensure that the Academy has a strategy for using technology aligned to the development plan.
- Ensure that contingency plans are in place in the case of technology failure.
- Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied.

Marketing & Liaison

- Participate in the work of the Academy through attendance at meetings and participation in working parties.
- Promote the Academy to different audiences and raise the profile within the local community.
- Liaise with local businesses and other schools for fundraising, arranging vocational experience and joint projects.

Records Management

All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. Employees are required to be conversant with the Trust's policies and procedures on records management.

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities. Job descriptions are reviewed periodically and update from time to time in line with requirements.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.



Person specification

The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The two right-hand columns provide guidance as to whether these items are essential (E) or desirable (D) criteria.

		E	D
Qualifications and Attainments	<ul style="list-style-type: none"> • 5 A*- Cs or 9 - 5 grades at GCSE including English and Maths. • A relevant degree qualification or equivalent • Professional management qualification desirable 	E E	D
Skills and Knowledge	<ul style="list-style-type: none"> • Ability to manage budgets. • Able to work with a range of internal and external partners. • Knowledge and experience of managing procurement and contracts for services. • Confident in implementing procedures and processes within operational departments • Able to manage several projects at once, prioritising accordingly to meet deadlines. • Strong IT, systems, administrative and organisational skills • Excellent written and oral communication skills. • Understanding of relevant legislation, policies and procedures, and the ability to apply this understanding to real situations. • An understanding of the main Health and Safety Regulations, including COSHH and risk assessment, and how they apply in a school environment. 	E E E E E E E E E	
Experience	<ul style="list-style-type: none"> • Proven ability in a school or business environment • Experience leading, coaching and motivating staff, ensuring professional development and effectively challenging and managing any underperformance. • Experience of applying Health & Safety procedures is desirable. • Effective use of ICT packages, including Sims, Word and Excel. 	E E E	D
Personal Attributes	<ul style="list-style-type: none"> • Genuine passion for and a belief in the potential of every pupil • A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action. • Belief that every student should have access to an excellent education regardless of background. • Professional outlook, detailed orientated and able to multitask and meet deadlines. • A team player that can work collaboratively as well as using own initiative. • Calm and professional under pressure • Understanding of the importance of confidentiality and discretion 	E E E E E E E	

	<ul style="list-style-type: none"> • Flexible attitude towards work and demonstrates sound judgement. 		
Additional Requirements	<ul style="list-style-type: none"> • This role is subject to an enhanced DBS • Commitment to equality of opportunity and the safeguarding and welfare of all students • Willingness to undertake training. 	E E E	



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