



Belong. Believe. Achieve. Grow.

Applicant Information Pack:
Operations Manager

Closing date: 9am Thursday 11th December

Applications can be made via
completing the [application form](#).

To arrange a visit or apply, contact:
Pippa West – Operations Manager

pippa.west@hawthorns.wokingham.sch.uk tel. 0118 979 1676

“Leaders are determined that
pupils do well and want the
best for every child.”

Ofsted 2022



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An exciting opportunity in a popular, successful school

Grade 6 SCP 18-24 Actual Salary (depending on experience: £28,771 - £32,306) FTE £31,537-£35,412
Term time plus 5 Inset days and 2 weeks during school holidays | Full-time | Permanent | Immediate start

Keen to apply your transferable office skills to a school environment and make a real difference to the lives of our amazing young people?

You may be from an administrative, office management, accounts or HR background but most importantly you will relish the challenge of a fast-paced, diverse role where no two days are the same. A highly organised, pragmatic problem solver, calm under pressure with the ability to lead and effectively influence others, you will have excellent communication skills and enjoy the varied daily interaction with staff, parents and of course our children!

As Operations Manager, you will be an invaluable part of our school community who can create a happy, efficient and effective working environment.

We offer:

- A warm, friendly, supportive team
- A pivotal, diverse role at the heart of our school
- The support and opportunities of The Circle Trust - a well-respected local multi academy trust

As Operations Manager you will:

- Be responsible for the management of the school's office, HR, health & safety, premises, IT and data protection functions

To arrange a visit or apply

Pippa West – Operations Manager

pippa.west@hawthorns.wokingham.sch.uk | tel. 0118 979 1676

Applications can be made via the [application form](#) on our school website and will be considered upon receipt

Closing date: 9am Thursday 11th December | **Interview date:** w/c 15th December

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant must be willing to undergo screening appropriate to the post. This will include an enhanced DBS check.



Our school

The Hawthorn Primary School is a thriving and popular school at the heart of leafy Woosehill, with a strong sense of community. We are fortunate enough to have a well-equipped attractive building with spacious grounds. Our dedicated and skilled staff aim to provide the best education they can for all our children. We are well-supported by our strong partnership with our Trust, an engaged local community and wonderfully enthusiastic parents.

At The Hawthorns, we pride ourselves on our caring and friendly ethos, where everyone is encouraged to flourish as we nurture, develop and celebrate all talents and gifts. Our children come to school eager to learn and we aim to encourage this positive attitude by providing them with learning opportunities that are memorable, challenging and tailored to the way each child learns best.

We place children at the heart of everything we do, with the priority to keep them safe and happy. Our vision is underpinned by our core values of *Belong. Believe. Achieve. Grow.* The ethos of our school, our curriculum, policies and practice, and all that we put into place for our community, grow from these roots.





Job description

Salary	Grade 6 SCP 18-24 Actual Salary (depending on experience) £28,771 - £32,306 FTE £31,537-£35,412	Reporting to	Headteacher
Contract	Term time plus 5 Inset days and 2 weeks during school holidays Full-time Permanent	Start Date	Immediate

Job purpose

As Operations Manager you will:

- Be responsible for the management of the school's office, HR, health & safety, premises, IT and data protection functions.
- Advise on and implement the day-to-day support that enables the school to operate effectively and efficiently and allows other members of the leadership team to focus on teaching and learning.

Duties and responsibilities

Leadership and strategy

- To embody the values, vision and ethos of The Hawthorns Primary School.
- Be responsible for line-managing support staff in the administrative function, including carrying out long-term resource planning and managing recruitment, appraisal and professional development.
- Take all decisions in line with the vision and values of the school and encourage others to do the same.
- Implement school-wide changes and allocate resources in line with the school improvement plan, putting policies and procedures in place and communicating them to staff.
- Participate in training activities and Continuous Professional Development as required.
- Comply with policies and procedures relating to safeguarding, health and safety, security, GDPR, reporting all concerns to an appropriate person.
- To be responsible for the estate management, health and safety, procurement and all matters within the management of the school which are supportive to the teaching function.

Financial Management

- To work alongside the Circle Trust's finance team to ensure effective management of the school budget.
- Process and reconcile supplier and customer payments in line with the Circle Trust's financial policies.

Human Resources

- To effectively deal with all HR administration in conjunction with the Headteacher.
- Process the school's payroll provision in partnership with The Circle Trust's finance team.
- Manage pay and conditions for all staff and issue contracts of employment. Deal with any staff queries relating to pay, pensions, contracts, procedures and claims with the support of the Headteacher.
- Assist with the advertising, recruitment and induction process for all school staff ensuring safer recruitment and safeguarding.
- To maintain a fully compliant Single Central Record.
- To be responsible for the professional development, appraisal and training for staff directly managed.
- Oversee all statutory training for staff and ensure up to date and accurate registers are in place.

Health and safety

- To be responsible for the maintenance and security of the school site.
- To manage the school's compliance with health and safety regulations and risk assessments.

Premises Management

- To co-ordinate maintenance projects.
- Manage and update school risk assessments.
- Manage contractors as required.
- Oversee any letting agreements on the school premises to outside organisations including extra-curricular activities, manage the administration arrangements, including the annual review of letting charges.

Data Protection

- To act as Data Protection Officer for the school, ensuring compliance with the requirements of General Data Protection Register (GDPR).
- To maintain GDPRiS in respect of all relevant data protection issues.

Administration:

- To be responsible for overseeing the daily administration of the school office.
- To provide leadership and guidance for support staff, including direct line management responsibility for administrative staff and the Site Manager.
- Keep records in accordance with the school's record retention schedule and data protection law.
- Analyse and evaluate data/information and produce reports/information/data as required.

This job description forms part of the contract of employment of the person appointed to this post.

It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.



Person specification

Qualifications and training

	Criteria	Essential	Desirable
1.	Good general education with a minimum of English and Maths GCSE grade 5 or equivalent	✓	
2.	Competent user of Microsoft Office systems	✓	
3.	Knowledge of Arbor software desirable		✓
4.	Health and safety training		✓

Experience

	Criteria	Essential	Desirable
5.	Experience of working in a school office environment, previous experience as an administration manager		✓
6.	Experience of administrative record-keeping	✓	
7.	Line management experience		✓
8.	Experience of project or change management		✓
9.	Experience of human resources or data protection		✓

Skills and understanding

	Criteria	Essential	Desirable
10.	Experience of financial systems and controls		✓
11.	A working knowledge of procurement, facilities management, contracts and services, health & safety and data protection		✓
12.	Knowledge and understanding of GDPR		✓
13.	Knowledge of Human Resources including policies, codes of practice and legislation		✓
14.	An understanding of resource management and procurement		✓

15.	An ability to use initiative, delegate tasks and manage own workload to meet deadlines with a meticulous eye for detail	✓	
16.	Excellent written and verbal communication to a variety of audiences	✓	
17.	Ability to identify and manage potential risk	✓	
18.	Able to lead projects	✓	
19.	Ability to work independently as well as work collaboratively with other team members	✓	
20.	Ability to build effective working relationships with staff and other stakeholders	✓	

Personal qualities

	Criteria	Essential	Desirable
21.	Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	✓	
22.	Commitment to acting with integrity	✓	
23.	Commitment to maintaining confidentiality at all times	✓	
24.	Commitment to safeguarding and equality	✓	
25.	A sense of responsibility and accountability	✓	
26.	Empathy, respect and a caring attitude for all school stakeholders	✓	
27.	Ability to maintain a positive and professional demeanor, remaining calm under pressure	✓	
28.	Flexible, approachable, committed and resourceful – prepared to attend evening meetings and work during school holidays when appropriate	✓	



About The Circle Trust

The Circle Trust, established in 2018, was created to serve Wokingham and the surrounding area. The Circle Trust was borne out of a desire that all children and young people have an excellent, well-rounded education and flourish in first-rate schools where the best teaching, the best facilities and the most up-to-date resources are made available to them.



[An introduction to The Circle Trust](#)

We are a community of schools that have shared values and an essential common ethos and vision for education and learning. At the centre of our work together is improving the educational outcomes for our pupils.



Our Trust's vision is

All children and young people deserve to have an excellent well-rounded education and **to flourish** in first-rate schools with the best teaching, the best facilities and the most up to date resources made available to them.





Our values are our cultural north star
they drive our behaviour and decision making.



The highest educational outcomes
for every learner is paramount



Preserving the unique identity and
ethos of all partner schools is
essential



To be anything but utterly
inclusive is non-negotiable



Being self-reflective is essential in
encouraging innovation, our Trust is
always driven to improve further



What we say is what we do, we
recognise talent, foster expertise,
believe well-being for all is
fundamental



Our Trust promotes collaborating
with others and being outward
looking



Our schools

We understand how to manage the balance between effective and efficient common systems whilst ensuring that the individual character and ethos of different schools is maintained. We work in a very transparent way, where schools have the opportunity to influence and their views are taken into account.

As a trust we are rooted in this approach and our ambition is clear; to improve the educational outcomes for children and young people. We don't want to change schools; we want to help them progress.



Badgemore Primary School



Emmbrook Infant School



Emmbrook Junior School



The Hawthorns Primary School



Hartland Primary School



Nine Mile Ride Primary School



Owlsmoor Primary School



Shinfield Infant and Nursery School



St Crispin's School



The Emmbrook School



Wescott Infant School



Westende Junior School



Our name

In the early days, we spent hours debating our name! We chose “The Circle Trust” as it symbolically reflects our approach and ethos. It is a name that is deliberately neutral, without association to a specific school. One of our core values is inclusivity, and we wanted our name to encapsulate that. We include any type of school or phase and appreciate the importance of treating every school as unique.

Our support

Our Trust provides the support and infrastructure that schools need to enable them to develop and improve, and for the school leadership and their local governance to achieve their objectives.

At the heart of our Trust is access to school improvement advice and guidance. We call this package of support “The Learning Curve!” As an all-through Trust (nursery—18 years), we are able to provide school improvement advice and strategy based on consistent and fluent approaches to education provision.



To find out more:

Please visit [The Circle Trust](#) website and [Family Circle guide](#).

If you would like to arrange a meeting, please get in contact via the school office.

We'd love to have a cuppa with you!



About Wokingham

Wokingham has plenty to offer and our historic market town is by no means standing still. We are coming to the end of a £100m town centre regeneration programme and the population continues to grow.

We are often found at or near the top of surveys for the best place to live and to raise a family. We are surrounded by spacious woodland and lush green fields. There are plenty of options for being active in the great outdoors – we are near excellent mountain bike trails, water sport centres, play areas, skateboard parks, golf courses and bridle paths. There are also many other ways to keep busy with nearby cinemas, ten-pin bowling and theatres.

We enjoy good transport links by road and rail to key towns such as Reading, Bracknell, Windsor, Basingstoke and Guildford, in addition to being just 40 miles from central London and 25 miles from Heathrow Airport. Reading is an award-winning shopping destination in the Thames Valley region and Windsor is of course world-renowned for its Royal residence, Windsor Castle.

Wokingham has a strong community spirit which is highlighted by the fabulous May Fair, International Street Concert, Food and Drink Festival and Winter Carnival. The town truly comes alive during these events.

We love our town, and we look forward to welcoming you.



The process and how to apply

The Hawthorns Primary School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post. This will include an enhanced DBS and checks on references.

Visits to the School	Visits to the school are warmly welcomed, please contact the School Office to arrange a visit.
Application form	Please complete The Circle Trust application form . This is the only form that will be accepted. You should ensure that your personal statement is no more than two pages of A4 and that it reflects your suitability in terms of the Person Specification.
References	We require two references from all candidates, one of which must be from your most recent employer. If any references relate to employment at a school/college, your referee must be the Headteacher/Principal. If you are short-listed, the school will contact your referees without further reference to you.
Equal opportunities	We are committed to recruiting, retaining and developing a workforce that reflects at all grades the diverse communities that we serve. It is vital that we monitor and analyse diversity information so that we can ensure that our HR processes are fair and transparent. Any information provided on this form will be treated as strictly confidential, will not be seen by staff directly involved in the appointment and no information will be published or used in any way which allows any individual to be identified. The completion of this equal opportunities monitoring form is entirely voluntary. However, it will assist us in carrying out this monitoring. We would therefore be grateful if you would complete the questions on this form. Prior to shortlisting this information will be removed from your application form and used only to provide data for statistical purposes.
Application closing date	The closing date for applications is 9am Thursday 11th December. Applications can be made via the application form on our school website. Please send your application to Pippa West – Operations Manager - pippa.west@hawthorns.wokingham.sch.uk tel. 0118 979 1676
Shortlisting	Shortlisting will be against the Person Specification criteria as detailed in this pack. We will also check all applicants for gaps in employment history. Those applicants that best meet the Person Specification will be invited to interview.
Interview Dates	w/c 15th December

Checks

If you attend the interview, you will be required to bring photographic identification, proof of the right to work in the UK and proof of qualifications.

Offer of employment

We will make a verbal offer of employment to the successful candidate by telephone. This will be followed up by a written offer which will be emailed or posted. Any offer is made subject to satisfactory references, enhanced DBS clearance and other safeguarding checks as required.

All unsuccessful candidates will be notified by email

How we use your data

In completing this application form you should refer to the Recruitment Privacy Notice on our website. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice.

If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Staff Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside The Circle Trust without first seeking your permission, unless there is a statutory reason for doing so.

In accordance with our statutory obligations under Keeping Children Safe in Education, The Circle Trust is required to conduct an online search as part of our due diligence on the successful candidate. This may help identify any incidents or issues that have happened and are publicly available online. If there are any, we may wish to explore them with you prior to confirming your appointment. We carry out these searches for SLT roles using a trusted third party.

If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice.



The Hawthorns Primary School

Northway, Woosehill, Wokingham, Berkshire, RG41 3PQ

t: 0118 9791676

[website](#)

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The Hawthorns Primary School is an academy and part of The Circle Trust. The Circle Trust is a charitable company registered in England and Wales (number 11031096) whose registered office is The Oval Offices C/O St Crispin's School, London Road, Wokingham RG40 1SS. Further information about The Circle Trust is available at www.thecircletrust.co.uk