



Excellence Growth Responsibility
This is our William Lovell Legacy

MAKE A DIFFERENCE

School Operations Lead



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SALARY

Grade 7, Points 18 – 21, £32,597.00 - £35,413.00 FTE
£26,478.32 - £28,765.74 (pro rata)

HOURS

32.5 hours per week, 42 weeks per year, term time plus inset days and 3 additional weeks during school closure
Flexible to suit the candidate, the hours can be split over 4 days or 5

START DATE

1st September 2026

LOCATION

William Lovell Church of England Academy

APPLICATION DEADLINE

Monday 22nd June 2026 (midday)

INTERVIEWS

Monday 29th June 2026 (details to be confirmed)

Please go to [My Trust Careers](#) to apply



Welcome from the CEO of The Trust – LAAT

Be a part of something bigger...

Dear Candidate

What if every child was unique with **intrinsic value**? What if every member of staff was unique with intrinsic value? What if every school was **unique** with intrinsic value? At LAAT we believe that they are.

We're a **Church of England** trust so we call it being made in the image of God. But you don't have to. You just need to be able to look at our children and young people – however deprived or privileged, however difficult or compliant, whatever their background, or ability, or culture, or gender – and know that what you do, how you teach them, what you give to them, how you relate to them can **transform** their lives. And then you must have the energy, and passion, and drive, to give them your best.

We don't ask you to do this alone. We'll provide you with the **support** of a MAT who believes that you too are unique and **valuable** – valuable for who you really are.

So, is now the time to think hard about what you want and to look at what Greater Lincolnshire and Lincoln Anglican Academy Trust can offer you? A chance to grow your career, **professional support** and the opportunity to transform lives.


Within fabulous **Greater Lincolnshire** with its beautiful beaches, woods, Wolds, fields and fens its 2-university city and its access to new and growing technologies. Its **reasonable priced houses** and home to the Red Arrows.

Is now the time to find out more about us and to join our **community of Excellence, Exploration and Encouragement?** To change lives with us, for the better .

Jackie Waters-Dewhurst
Chief Executive Officer




What our colleagues and Ofsted say about us...




Ofsted 2023 – ‘The school has improved rapidly. Pupils and parents recognise this’.


‘Pupils feel safe in the school and trust staff to help them when they need it’.



“SLT are caring and understand us as humans that have issues out of school. We are treated fairly and as part of a family’ ‘The Christian values of our school are lived out by stakeholders’ ‘As much is done as possible to support mental health and work / life balance”



‘Just think we are flippin’ awesome! We have passionate and dedicated teams and enable staff and children to flourish. I love my role and I am proud to be a part of this Trust. I wouldn't want to work anywhere else’



‘Good working relationships, easy to talk to senior staff at school and trust level, supportive culture, wealth of knowledge and experience within the trust’ ‘Our links to our community, the children and parents. The support from the trust with curriculum’

‘I like being part of a Christian school. I like how daily worship is valued. I appreciate the staff team in the school I work in. I appreciate the health care package and online health support’

Ofsted 2023 – ‘Staff are proud to at the school’. They work together to create a positive environment for pupils to flourish.

Benefits of working in our Trust

We see you and believe that you deserve the very best

We firmly believe that, to ensure the best outcomes for our pupils, we must ensure the best support and career development for our colleagues.

We provide opportunities from initial teaching training to supporting Headteachers who wish to take on Executive Headship, Specialist Advisor roles or supporting wider Trust work.

All colleagues benefit from bespoke learning journeys to ensure that we are not only compliant with our statutory responsibilities, but so that our colleagues can be confident in fulfilling all aspects of their role to the highest standard.

Our focus on **Growth and Development** rather than 'performance management', ensures that all colleagues are empowered to do their job to the highest standard and cements our commitment to the continuous support and development of our colleagues, enhancing their skills and knowledge.

LAAT has signed the [Department for Education's \(DfE\) Education Staff Wellbeing](#), joining schools and trusts across the country in making well-being the heart of education, reaffirming Commitment to a Culture of Care.

All colleagues have access to;

- Over 70 online courses to support development
- 24 hour confidential helpline covering legal, financial and health and wellbeing guidance
- Free of charge counselling sessions
- Virtual GP - Accessible by smart phone, or computer with same day appointments
- Local Government Pension or Teachers Pension Scheme
- Competitive annual leave entitlements for support staff colleagues
- Favourable T&Cs for all colleagues to include enhanced HR policies for all colleagues
- Opportunities for PPA at home for most teaching roles
- Internal and external CPD and Networks for all colleagues
- Employee benefits from Specsavers and Halfords – cycle to work scheme



We have signed up to the
education staff wellbeing charter
because staff wellbeing matters





William Lovell Church of England Academy

Everyone has the potential to flourish. Rooted in our Christian foundation, we are an inclusive school that nurtures academically, morally, and spiritually. We commit to offering rich opportunities that prepare our students for life's journey.

We pursue excellence by planting seeds of curiosity, inspiring a love of learning, and cultivating high expectations through challenge and support.

We nourish strong roots of resilience, encouraging responsibility and empowering everyone to grow, confident and ready to make positive differences to society.

The light in our community helps us to grow, responsibility is the compass that guides us, and excellence is the path we walk to reach a brighter future.

This is our William Lovell Legacy.

William Lovell Church of England Academy Values

- Responsibility
- Excellence
- Growth

"The smallest of all seeds, when it has grown, is the greatest of shrubs and becomes a tree, so that the birds of the air come and make nests in its branches."

Matthew 13:32

The LAAT Trust promotes diversity and wants a workforce which reflects Christian Values. Applications are welcome from all, irrespective of gender, sexuality, race, religion, marital status, age, or disability.

Job Description

The successful candidate will work in conjunction with the central team and the school leadership team, the School Operations Lead is responsible for the coordination, planning, development, and delivery of high-quality operational support functions within the school.

The post holder will oversee and coordinate administration, site management, IT and catering functions at school level, ensuring alignment with LAAT policies and procedures and working closely with LAAT central team colleagues and directories.

Key Tasks and Responsibilities

Leadership and Management

Day to day responsibility for the quality, effectiveness, and continuous improvement of school support functions.

Line manage support staff, including (but not limited to) the Finance & Administration Officer, Data and Exams Officer, and Student Services Administrator.

Act as an active member of the Senior Leadership Team where appropriate and within the operational scope of this role.

Act as a trusted operational partner to the Headteacher, supporting the preparation of reports, documentation, and key processes, ensuring they are well-informed and able to focus on strategic leadership.

Finance and Resources

Work in conjunction with the Finance and Administration Officer and Trust colleagues to support the effective operation of the school's financial systems and processes in line with LAAT policy.

Lead the identification and development of income-generating opportunities, including the use of school facilities and community partnerships, bringing a proactive, creative and commercially aware approach.



Health & Safety and Site Management

Work in conjunction with the Estates Manager and Site Manager to manage school facilities, including the operational delivery of lettings, premises use, and external contractors.

Support the Headteacher with relevant health and safety quality assurance across the school, with due regard to pupils, staff, and visitors.

Oversee the coordination and management of visitors to the school site.

Responsible for the effective operational planning and delivery of school events, ensuring they are safe, well-organised, and support wider engagement activities.

Data, IT, and Digital Systems

Working within LAAT policy and processes, ensure appropriate systems are in place at school level for the storage, handling, and protection of data in line with GDPR requirements.

Ensure the pupil census is completed accurately and submitted within statutory deadlines.

Oversee the school's Management Information System (MIS), ensuring:

- Data accuracy and compliance
- Effective use of the system to support school operations
- Appropriate staff training and access levels

Ensure effective management of digital devices across the school.

Marketing and Communications

Working with the headteacher and the Trust external marketing experts, lead the development and delivery of a proactive marketing and communications strategy that enhances the school's reputation, strengthens community engagement, and supports pupil recruitment and retention.

Lead the school's digital presence, including the website and social media channels, ensuring content is engaging, up to date, compliant, and reflects the school's vision and values.

Work closely with the Headteacher and Trust to promote key messages, celebrate successes, and ensure consistent branding and communications aligned with LAAT expectations.

Lead on the promotion and stakeholder engagement aspects of school events (e.g. open evenings and community initiatives), working alongside operational teams to ensure high attendance and a strong external profile.

People Management and Compliance

Maintain staff personnel files and training records in conjunction with the central Colleague Services Team.

Oversee in-school recruitment processes and induction processes, supporting line managers with administration as required. Oversee training processes, for new starters, leavers, and changes to colleague records.

Work closely with LAAT's central Colleague Services Team to ensure all relevant corporate policies are applied consistently.

Other Requirements

The post holder will be expected to be flexible in undertaking the duties and responsibilities associated with this role.

The post holder will be expected to travel to Head Office for training and professional development.

This job description is not exhaustive. The post holder may be required to undertake additional duties, within the general scope of the role, as required from time to time. Such duties will not substantially alter the nature or level of responsibility of the post without agreement.

All duties must be carried out in accordance with LAAT Equal Opportunities and Health and Safety policies and procedures.

All employees have a responsibility to safeguard and promote the welfare of children and vulnerable adults and must follow the Academy's Safeguarding Policy if concerns arise.



Person Specification

Selection decisions will be based on the criteria outlined below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met. When completing your application paperwork, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criteria through reference to your work or relevant experience.

Training/Qualifications/Experience

| | Essential | Desirable |
|--|-----------|-----------|
| O Level/GCSEs (English & Mathematics at grade C or above) | * | |
| Experience leading or coordinating multiple operational functions (e.g. admin, estates, finance) | | * |
| To have a commitment to participating with continual training and development | * | |
| Experience of operational and MIS systems, with the ability to use them to drive process improvement and operational efficiency, whilst ensuring adherence to policy | | * |
| Experience of working with senior leaders to support organisational priorities and decision-making | | * |
| Experience of contributing to income generation, marketing, and/or community engagement activities | | * |

Professional knowledge and understanding

| | | |
|--|---|---|
| Understanding of organisational priorities and how these translate into effective operational and strategic planning | * | |
| Confident use of IT systems, including Microsoft packages (e.g. Teams, Co-Pilot, SharePoint, Excel, Word, Planner) | * | |
| Ability to use appropriate judgement to seek and clarify detail where appropriate and escalate issues when necessary | * | |
| Understands requirements of handling confidential and sensitive information | * | |
| Ability to manage and prioritise a varied workload and to work to deadlines. | * | |
| Understanding of how to be an effective line manager | * | |
| Awareness of facilities management and Health and Safety processes | | * |

Safeguarding Children

| | | |
|---|---|---|
| Current Safeguarding Training | | * |
| Enhanced DBS Clearance | * | |
| Awareness of the importance of safeguarding and promoting the welfare of children | * | |
| A commitment to maintaining up to date knowledge of child protection legislation and guidance | * | |

Personal and Professional Skills and Attributes

Essential

Desirable

| | | |
|---|---|--|
| Clear and confident communicator, with the ability to adapt your style to different audiences | * | |
| Good organisation skills | * | |
| Able to use insight, data, and experience to anticipate issues and inform decisions | * | |
| Strong numeracy and literacy skills. | * | |
| Ability to build effective working relationships with colleagues, senior leaders, and external partners | * | |
| Strong sense of accountability and ownership for outcomes | * | |
| Proactive, solutions-focused, and resilient under pressure | * | |
| Empathy with the mission and vision of the Church of England and the Diocese of Lincoln | * | |

Approach to work - Candidates

| | | |
|---|---|--|
| Maintain confidentiality at all times | * | |
| Ability to accommodate changes in work practice | * | |
| Apply attention to detail to ensure accuracy and validity | * | |
| Be able to work independently as well as part of a team | * | |

Behaviour Competencies - Candidates should

| | | |
|--|---|--|
| Be respectful and able to act with tact and diplomacy | * | |
| Be empathetic and demonstrate an awareness of the differing needs of colleagues and pupils | * | |

Other- Candidates should

| | | |
|--------------------------|---|--|
| Be a positive role model | * | |
|--------------------------|---|--|

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THE LAAT VALUES

These are not values we aspire to, they are the words that members of our tribe have used to describe our Trust. They are our DNA. They inform every action and decision we take. To our staff they are the standards by which we operate, to our leaders they are our code of conduct.



Our commitment to you



We believe that our all Schools are fantastic places to work. Our commitment to you is important, throughout the recruitment process and beyond. Our culture is one of development, equality, and consistency. We aim to demonstrate this through the below:

Transparency – we will treat you with respect, honesty, and fairness.

Protecting your privacy – we will ensure your information is secure and handled sensitively and in line with our Privacy Policy for prospective staff.

Showcasing talent – we'll provide a good opportunity for you to share your skills, experience, and potential.

Feedback – we will provide constructive feedback professionally.

Listening – we welcome feedback.

We hope to ensure that you have a positive experience throughout the recruitment process by:

- Providing you with clear, accurate and timely information.
- Giving you the opportunity to ask questions – and providing you with answers.
- Following a fair assessment process.

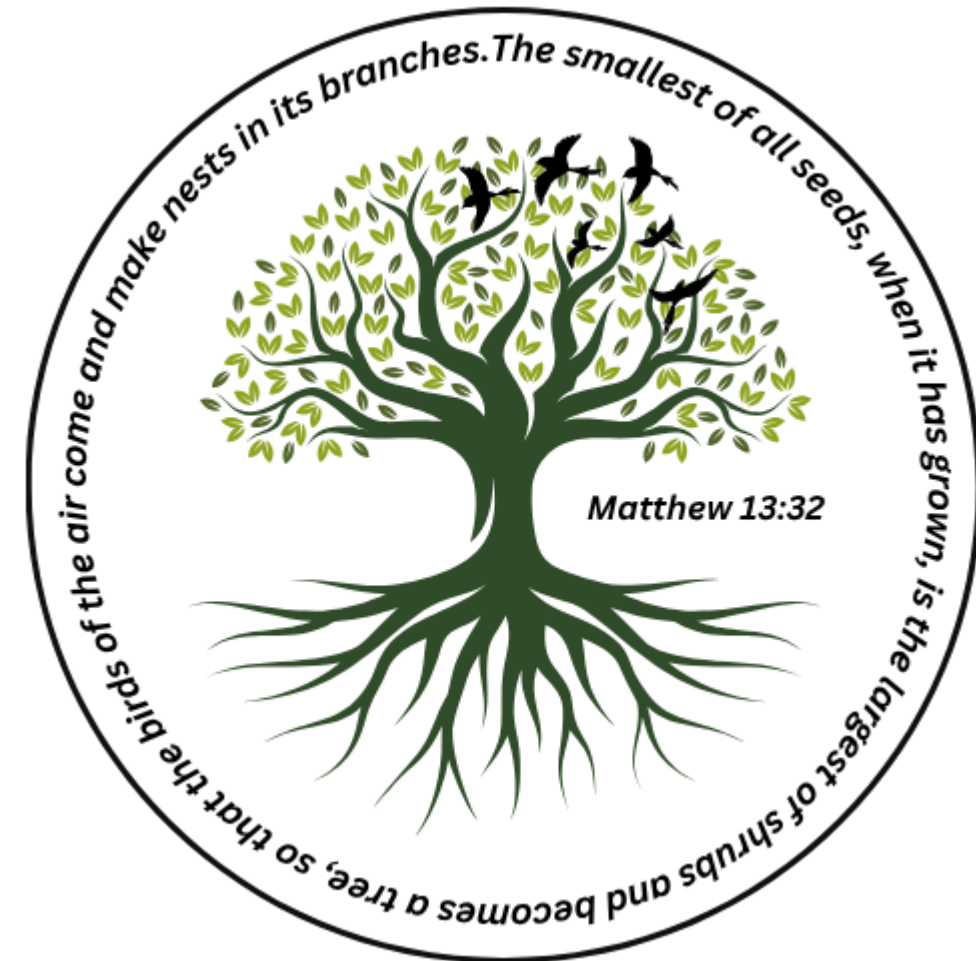
Please see link to our privacy notice for prospective candidates:

[Opportunities - LAAT \(thelaat.co.uk\)](https://thelaat.co.uk)

To apply, register interest or get live updates of all our current vacancies please visit

[My Trust Careers](#) and create an account.

In line with Keeping Children Safe in Education, please be advised that if shortlisted, we will carry out internet searches to support our commitment to safer recruitment. Please note that the purpose of this is to identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with applicants at interview. Internet searches will be carried out by someone who is not directly involved in the recruitment process and only relevant information will be shared with the interview panel.





EXCELLENCE • GROWTH • RESPONSIBILITY

Where to find us

William Lovell Church of England Academy, Main Road, Stickney, Lincolnshire, PE22 8AA

Telephone: 01205 480352

Email: enquiries@williamlovell.laat.co.uk

Please contact us if you would like an informal discussion or to arrange a visit the school.

We look forward to hearing from you.

