



School Operations Manager Application Pack

Platt Bridge Community School

Rivington Avenue, Platt Bridge, Wigan WN2 5NG

T. 01942 487999 | E. recruitment@cfat.org.uk

Required for February/March 2025



Contents

	Page
Welcome Letters	3
Advertisement	5
Vision and Values	7
Job Description	8
Personal Specification	11
How to Apply	13

Welcome Letter

Dear Applicant,

Thank you for your interest in the position of School Operations Manager at our 2-11 Primary School in Wigan.

We are seeking to appoint a School Operations Manager in a senior leader capacity to organise, co-ordinate and deliver effective school administration and operations in order that financial, human, health and safety, ICT and facilities management activity is appropriately managed within the school working with our wider trust and family of schools.

The successful applicant will work in a great school environment and with dedicated and highly experienced colleagues joining a school that offers:

- Pupils whose behaviour is excellent and who enjoy learning.
- An exciting and caring environment in which to work.
- A friendly and supportive staff who have high expectations of what can be achieved.
- An ambitious and supportive leadership team with a clear vision for the school.
- High quality support and professional opportunities.
- Governors and Trustees who are extremely supportive of the sole purpose to attain the highest standards in all areas.
- A genuine opportunity to make a difference.

We are seeking to appoint someone who is:

- Ambitious, energetic and enthusiastic
- Committed to delivering excellence
- Self-motivated, has excellent organisational skills and has personal drive to complete tasks to required timescales.

Our vision is a simple one. We want to provide every child with the outstanding education they deserve, and we believe that we can best do this by working together, sharing resources and encouraging excellence as standard. We aim to ensure that every pupil develops as a confident and competent person with the highest aspirations to be the best they possibly can be.

We are always delighted to welcome new and experienced employees into our school and trust, as well as the support staff that help our schools to thrive. If you are that individual, with the drive, inspiration and passion for learning and teaching who can work collaboratively with a dynamic Leadership Team to lead us forward into our next chapter, then we would welcome your application.

This is an exciting and very rewarding role, and we look forward to receiving your application.

Yours faithfully

Craig Holden
Chief Operations Officer



Achieve

Ensuring all children have the knowledge, skills and character to shape future success for themselves and their world.



Belonging

Individual schools united through common purpose and shared values.



Collaboration

Sharing good practice, supporting schools, providing opportunities for children, staff and our communities.

Welcome Letter

Dear Applicant

Thank you for your enquiry in relation to our role of School Operations Manager to join our senior leadership team. We are looking for a colleague who has the determination to drive our oversubscribed school forward and realise our ambition to be an outstanding, inclusive school. You will be responsible for managing strategy and operations with a strong emphasis on financial management, health and safety, compliance and administration.

- ✓ **Are you looking to join an ambitious supportive team?**
- ✓ **Are you driven, with determination to work hard?**

In the role you will form part of the school leadership team and be instrumental in supporting our amazing pupils, assisting them and our teachers by creating a culture of success, ensuring our pupils have a positive attitude to learning to increase their life chances, attainment and social and emotional development and providing a professional administrative service to our parents, Community, Senior Leaders, and Teachers. We consequently offer a friendly, vibrant working environment with great benefits and opportunities for development and progression for those people prepared to work for it.

What can we offer you?

- A generous annual leave entitlement;
- Access to either the Local Government or the Teacher Pension Scheme;
- Competitive pay, reward and benefits;
- A committed Voluntary Living Wage employer;
- Access to a range of career opportunities;
- Additional staff leave benefits to those in place nationally;

Closing date for applications: 9am on Tuesday 6th January 2025

We look forward to receiving your application and thank you for your interest in our Trust and this position.

Should you have any questions about our school please do not hesitate to contact me on 01942 487999.

Yours faithfully

Mr Stephen Wallace
Headteacher as of January 2025
Platt Bridge Community School





School Operations Manager

Platt Bridge Community School is looking to recruit a self-motivated, flexible, enthusiastic, and reliable School Operations Manager. This role involves organising, coordinating, and ensuring effective school administration and operations

You will advise the Headteacher and Senior Leadership Teams on the planning, development, and implementation of all financial aspects of school-level improvement and strategic plans. You will be responsible for the following functions: financial management, human resources, catering, health and safety, ICT, facilities/premises management, school events, and communication to support the school's needs.

As part of our senior leadership team, you will oversee strategy and operations with a strong focus on financial management, health and safety, compliance, and administration. The ideal candidate will have a proven track record in these areas and demonstrate excellent communication and organisational skills. You should possess the drive and commitment to make a meaningful difference in the lives of our pupils, along with experience in leading and motivating colleagues and developing strategies to enhance our school's support services.

This is an exciting senior leadership role, providing an opportunity to lead our friendly school administration and support services team. The successful candidate will:

- Show flexibility and willingness to support the school as needed
- Bring rigor, attention to detail, and relevant experience to help us achieve our ambitious goals
- Be professional and approachable

Salary:	Trust Grade H SCP 29 £38,626.00 to SCP 33 £42,708.00
Start Date:	February/March 2025
Location:	Platt Bridge Community School WN2 5NG may on occasions be required to move between other schools in the Trust
Working Pattern:	Monday to Thursday 08:30 to 16:30 and 08:30 to 16:00 on a Friday 37 hours per week on a full year basis
Training:	Access to annual professional learning opportunities.
Closing Date:	9am on Tuesday 6th January 2025

To succeed in this role, the successful candidate will be an enthusiastic, motivated, friendly and well-organised individual who is able to work effectively with a range of colleagues as well as self-manage their own tasks and workload.

We are a dedicated team that values our work and fosters a caring environment. Guided by our values, **Promotes Belief Creates Success** 'PBCS', we aim to deliver a shared vision that empowers leaders and staff at all levels to set high expectations within our charitable trust and school framework.

We're looking for you if you have:

- The ability to effectively manage your own time and prioritise work in a demanding environment;
- High level communication abilities and excellent IT skills in a range of software applications;
- Key attributes include a friendly, yet professional manner, and the ability to maintain confidentiality.
- The ability to work effectively and positively within a team.

For more information, please contact the school on 01942 487999.

We look forward to receiving your application.

Applicants should be aware that Platt Bridge Community School will be joining Achievement Through Collaboration, in February 2025 which is a school trust currently consisting of four strong schools located across the Blackpool, Blackburn, and Lancashire areas.

Achievement Through Collaboration comprises great schools that work together with a shared focus: working together with children at the heart of everything we do.

Community First Academy Trust and Achievement Through Collaboration are committed to rigorous safeguarding procedures and consistently promoting the welfare of children. All appointments will be subject to satisfactory Enhanced DBS Disclosures. Any offer of employment is subject to a satisfactory enhanced criminal record with barred list through the Disclosure and Barring Service (DBS), medical clearance, references and verification of your qualifications satisfactory to the Trust.

In line with Keeping Children Safe in Education 2024, as part of our recruitment process, we will carry out an online search on shortlisted candidates to identify any comment, image or other content that could cause reputational damage to the trust and/or give rise to a safeguarding concern. If we discover anything during our searches this will be passed on to the recruitment manager and discussed during interview. This role is subject to an Enhanced DBS plus Children's Barred List Check. Pre-employment checks will be undertaken before any unconditional appointment is confirmed.

Vision and Values

The whole purpose of a school is that children come first, and everything we do must reflect this goal. We work strategically together to deliver long-term sustainability through efficiencies and savings that release resources to improve the rate of progress for all our children. This enables us to deliver the excellence in education that our communities deserve by sharing best practices and delivering continuous and sustained improvement.

At Platt Bridge Community School, our vision and values underpin everything we do. Working together, we will make a difference, raising aspirations and improving life chances within a welcoming environment.

We each work according to the school values of **Promotes Belief, Creates Success**. Together, as a school community, we use these values as the basis for our decisions and our behaviour in our school, and we live them out in our daily lives.

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Achievement Through Collaboration comprises great schools that work together with a shared focus: working together with children at the heart of everything we do.

Within the AtC collaborative network, each school aspires to unlock the full potential of every child. We go beyond test scores, recognizing that achievement encompasses a thriving future.

AtC believe that its pupils/students are empowered not just to succeed but to contribute to a modern Britain and beyond. We foster a culture where well-being, sustainability, and opportunity are attainable for all, regardless of background or obstacles through the values of Achieve Belong and Collaborate.



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Job Description

Grade H SCP 29 to 33 | School Operations Manager: Job Description

Job Purpose:	To actively support and model the ethos and aims of AtC and School. As the school's leading support staff professional the Operations Manager is responsible for the following functions: • Finance • Administration • Human Resources • Payroll • Catering and Welfare • PFI relationship (if applicable) • Premises Management and Health & Safety • Overall operations of the school in liaison with the Headteacher and Trust Central Team
Reporting to:	Trust Central Team and the Headteacher
Liaising with:	Headteacher, SLT, teachers and support staff, Trust representatives, external agencies and parent/guardians
Responsible for - Staff	School office/administration and school catering/premises management teams.
Salary:	Grade H SCP 29 to 33 plus automatic enrolment into the Trust well-being Plan (salary reviewed annually in April)
Working Hours:	37 hours per week full year working 08:30 to 16:30 (Monday to Thursday and 08:00 to 16:00 (Friday) Annual leave must be taken on all occasions during school closures periods only.
Disclosure level:	Enhanced with Barred list check
School / Trust Ethos	
<ul style="list-style-type: none"> • Our mission is to ensure that every child develops as a confident and competent person with the highest aspirations to be the best they possibly can be. • Promote the Trust and School by celebrating its success at every opportunity. • Actively support and implement the Trust's corporate policies relating to safeguarding, equality and diversity, inclusion and health, safety and well-being. 	
General	
<p>School Mission Statement Platt Bridge Community First provides innovative opportunities at the heart of the community. Working together we will make a difference, raising aspirations and improving life chances, within a welcoming environment.</p> <p>Aims Platt Bridge Community First is committed to helping each individual achieve the outcomes children and young people believe are key to well-being in childhood and later life.</p> <ol style="list-style-type: none"> 1. We aim to welcome, respect and value each other, ensuring everyone has the opportunity to achieve. We will face challenges and break down barriers together. 2. We will provide a nurturing, safe and accessible environment in innovative facilities for children, families and the community. 3. We aim to raise the aspirations of the whole community by encouraging and enabling lifelong learning opportunities. <p>We aim to provide positive achievable outcomes for all by providing cohesive partnership working which includes shared information, knowledge and skills.</p>	
Main duties/responsibilities	
<p>To actively support and model the ethos and aims of AtC and School. As the school's leading support staff professional the Operations Manager is responsible for the following functions:</p> <ul style="list-style-type: none"> • Finance • Administration • Human Resources • Payroll • Catering, Premises and Welfare • PFI relationship (if applicable) • Overall operations of the school in liaison with the Trust Central Team and the Headteacher <p>To advise the Headteacher and SLT on all financial aspects of School level improvement/Strategic Plans.</p> <ul style="list-style-type: none"> • To manage the in-school finance team in line with Trust financial regulations, ensuring that internal and external reporting requirements are met. 	

- To manage reconciliations (for example, bank reconciliation, balance sheet reconciliations) as required, ensuring the accuracy and completeness of the financial records.
- To be accountable for increasing the revenue from lettings and the strategic use of assets but ensuring minimum disruption to the pupils
- To be the main point of contact for people hiring the premises and to ensure that hirers are aware of the school's requirements when using the premises.
- To contribute to short, medium and long term financial planning and ongoing monitoring To support the internal and external audit process, providing information as requested.
- Ensure the PFI contractors fulfil their responsibilities; monitoring performance against KPIs and attending meetings as required.
- To manage the school's Arbor systems, responsible for the integrity and accuracy of all MIS data and t statutory returns are completed and submitted within the deadline.
- To act as the schools Arbor MIS Champion consolidating systems and using all Arbor features in favour of any other third party systems
- To manage the school administration team, ensuring that day to day responsibilities are met.
- Lead the organisation of all school events for example open evenings, fun days parent evenings etc.
- Ensure the monthly payroll process is accurate ensuring statutory and non-statutory returns to the Trust are submitted on time.
- To participate in the selection process for staff when needed.
- To oversee the accuracy of personnel records and pass information onto HR and payroll as necessary.
- To provide first response HR support and advice to staff.
- To ensure that all checks and paperwork in relation to new starters are in place, including DBS checks.
- Manage the School Single Central Record.
- To manage the in-school site, cleaning, catering and welfare team, supporting them to provide an efficient and compliant service to meet the needs of the school.
- Ensure the Health and Safety Policy is implemented at all times, put into practice and subject to review and assessment at regular intervals or as the situation or legislation changes.
- Ensure all annual school statutory checks are conducted using Trust preferred suppliers.
- Including ensuring that maintenance and building contracts are tendered and comply with Trust guidelines and financial limits.
- Ensure that all duties and responsibilities meet the requirements of GDPR regulations. Bide by confidentiality requirements in relation to duties undertaken in the role.
- Regularly undertake professional development which maintains and improves expertise and ability to perform your duties.
- Engage with the Trust to a line in-school practice with the wider strategic direction of the Trust.
- Be responsible for the performance management of staff within their span of control.
- Ensure staff maintain the minimum standards and code of conduct expected of their role.
- Any other duties commensurate with the role.

In this job you will need

- Excellent customer care skills with a good understanding of customer care principles
- Excellent communication skills with a good level of written, oral and numeracy skills.
- GCSE Maths and English at Grades C / 4 or above (or equivalent).
- Proven experience of working on a Reception or similar setting.
- Knowledge and experience of a various software packages i.e., Microsoft word and Excel.
- Willingness to work on school inset training days and school open evenings when required.

Other duties

- Participation in promotional and marketing activities to promote the school.
- To organise and provide clerical support e.g. photocopying, filing, emailing, completing routine forms and responding to routine and complex correspondence.
- To support the collection and record of all money for trips, charity events, dinner and milk money using Arbor Pay.

Promoting the health, safety and welfare of children

- Act in accordance with legal requirements and guidance on health and safety, security, confidentiality of information, safeguarding and promoting the welfare of children at all times.
- Promote health and wellbeing throughout your practice and any activities at all times.
- Engage in relevant CPD opportunities to improve own skills, practice and subject knowledge.
- Engage actively with the annual performance management review process, in accordance with the Trust's policy.
- Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.

Data Protection

Data Protection:

The Trust holds information about service users, local residents, elected members and employees, amongst others and through its Data Sharing Agreement with Wigan Council shares information about such stakeholder data. Everyone who

works for or represents the trust must protect the personal data that they use and be aware of their obligations. The use of personal data must be fair, legal and proportionate. All staff must undergo mandatory data protection training applicable to their job role.

Safety Training:

To undertake all appropriate health and safety training specific to your service area. To effectively and proactively implement health and safety legislation and good practice, including office, individual and DSE risk assessments, taking into consideration disabilities and specialist equipment required to enable staff to undertake their daily duties.

Signatures

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process, and we would aim to reach agreement on any changes.

Signed Date:

Personal Specification

	Essential	Desirable
Qualifications and training	<p>The successful candidate will hold:</p> <ul style="list-style-type: none"> GCSE Math's and English at Grades C / 4 or above (or equivalent). Significant experience and knowledge and experience of various software packages i.e., Microsoft or Google Suites. Professional qualification in a relevant subject area Evidence of ongoing professional development 	<p>Hold or agree to work towards</p> <ul style="list-style-type: none"> Level 2 qualification in Numeracy / Maths and Literacy / English or equivalent qualification. NVQ Level 4 in Administration / Business or equivalent qualification or experience.
Experience	<p>The successful candidate will have experience of:</p> <ul style="list-style-type: none"> Working in a school environment within middle or senior leadership or a similar environment and delivering a high standard of leadership. (experience of working in a senior / middle management position) Significant expertise in management and administrative procedures Significant expertise in management and administrative procedures Knowledge of relevant legislation (Equal opportunities, Health and Safety, GDPR, etc) Communicating verbally and in writing effectively and confidentially with persons at all levels. Dealing effectively with situations under pressure in a tactful, calm and confident manner. Knowledge of making changes to burdensome paper processes to adopt more technological ways of working. Working in an office environment dealing with administrative and financial procedures and processes Working collaboratively and independently. 	<ul style="list-style-type: none"> Knowledge of accessing or returning statistical information required by ESFA, DFE, LA or similar bodies. Experience of working with Arbor MIS, Access/PSF or Iris Financials Experience and exposure to education sector
Knowledge and skills	<p>The successful candidate will be able to:</p> <ul style="list-style-type: none"> Ability to work with tact, sensitivity, and confidence. Be people focused and results driven. Able to show/use initiative. Highly developed interpersonal skills including influencing skills. Ability to build, support and work as part of a high performing team Ability to direct, prioritise, plan and coordinate the work of others 	

<p>Personal qualities</p>	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • The ability to work independently and as part of a team. • A positive attitude to work. • An enhanced DBS certificate and barred list check. • A good attendance and punctuality record. • Excellent time management and organisational skills. • High expectations of self and professional standards. • The ability to maintain successful working relationships with other colleagues. • A willingness to work outside of the timetabled day, where necessary. • High levels of drive, energy and integrity. • The successful candidate will be: <ul style="list-style-type: none"> • Able to promote good behaviour consistently. • Able to plan and take control of situations. • Committed to contributing to the wider school and its community. • Capable of handling a demanding workload and be able to successfully prioritise work. 	
<p>Demonstration of AtC values of Achieve, Belong, Collaborate</p>	<p>Achieve: ability to review existing systems, identify new opportunities and ways of working, implement and continuously evaluate</p> <p>Belong: ability to foster good working relationships with colleagues at all levels. Ability to motivate colleagues to understand how the effective use of resources supports the achievement of strong outcomes.</p> <p>Collaborate: ability to lead by example, setting high standards for self and others. Be able to influence and persuade others to complete routine and non-routine work independently.</p>	

How to Apply

Application forms can be downloaded from www.cfat.org.uk

Completed applications may be returned via email to recruitment@cfat.org.uk

If you would prefer to submit a paper application form, please return to:

Mr Stephen Wallace
Platt Bridge Community School
Rivington Ave,
Platt Bridge,
Wigan, WN2 5NG

Short listed candidates will be notified by e-mail of the interview arrangements. Please ensure your correct email address is provided on your application form.

Key Dates:

- **9am on Monday 06th January 2025**
- Interviews are likely to be held Tuesday 14th January 2025

Relevant Policies:

- CFAT DBS Policy
- CFAT Safer Recruitment Policy
- CFAT GDPR Policies on Recruitment
- Child Protection and Safeguarding Policy

Any offer of employment is subject to a satisfactory enhanced criminal record with barred list through the Disclosure and Barring Service (DBS), medical clearance, references and verification of your qualifications satisfactory to the Trust.

In line with safer recruitment guidelines, we will be taking up references in advance of the interview and will take them into account during the interview process.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and adhere to the Trust's child protection policies and procedures.

Applications from all sections of the community are welcome.

Please note we cannot accept CVs as part of our safer recruitment process.

Unfortunately, we are unable to notify candidates individually if they have not been successful with their application.

To all recruitment agencies: Community First Academy Trust (CFAT) and all its organisations do not accept unsolicited agency CVs. Please do not send unsolicited CVs to any of our job openings or to CFAT employees. CFAT will not be responsible for any fee(s) related to unsolicited CVs and succeeding any job opening or recruitment initiative.

Please note academies may hold interviews as and when applications are received, and this job may be withdrawn at any point without notice. You will still be able to add information until the closing date, but you will not be able to submit your application. With this in mind, you are encouraged to apply as early as possible.

In line with Keeping Children Safe in Education 2024, as part of our recruitment process, we will carry out an online search on shortlisted candidates to identify any comment, image or other content that could cause reputational damage to the trust and/or give rise to a safeguarding concern. If we discover anything during our searches this will be passed on to the recruitment manager and discussed during interview. This role is subject to an Enhanced DBS plus Children's Barred List Check. Pre-employment checks will be undertaken before appointment is confirmed.