

LET
EDUCATION
TRUST

AMBITIOUS | INCLUSIVE | RESILIENT



THE HOLLINS

School Operations Manager
September 2025

Welcome from the CEO

Thank you for showing an interest in the post of School Operations Manager at The Hollins. The LET Education Trust is a cross-phase multi-academy trust based in Lancashire with both primary and secondary schools as members.

We believe that every child deserves the best education and we create opportunities and experiences for all of them to reach their potential. Building 'cultural capital' is vital for our pupils and this occurs from reception up to year 11 through trips, activities, projects, events and residential, both at home and abroad. We are ambitious for our pupils, meaning we are always striving for excellence and supporting career aspirations through a culture of constant improvement.

Each of our schools is different and this is something we value and celebrate. The uniqueness of each school is supported by strong central services and a school-centred and approachable central team. Most colleagues work in one school but some work across a range of schools where their skills and abilities are needed.

Collaboration is key for LET schools and at the forefront of this is staff development. Joint INSET days with keynote speakers, middle and senior leader training and subject links occur across and between schools and phases. To ensure consistency of approach and sharing of good practice we have termly meetings for our safeguarding leads and our SENCOs, sharing this information is proving invaluable. All working groups to find the best ways to reduce workload for teaching and support staff are also in place for both primary and secondary phases. School to school liaison around transition is vitally important in ensuring our pupils arrive at secondary school with the necessary skills and helps to ensure a smooth start to year 7.

One of the strengths of the LET Education Trust is school improvement, with a range of high-quality SLEs able to provide support where it is needed, both within and beyond the Trust. We play a part in Initial Teacher Training as part of our remit through the Embrace SCITT. We have successfully trained primary and secondary teachers over the last 10 years with a large number employed locally and within the LET Education Trust.

If you have the highest standards of professional endeavour, integrity and ethics and would like to be part of our growing MAT, I look forward to receiving your application. You can find out more about our Trust at www.let-edu.org

Best wishes, Steve Campbell
Chief Executive Officer

Welcome from the Headteacher

Dear Applicant,

Thank you for your interest in the position of School Operations Manager The Hollins. This post is a key role in the further development of the school as we continue to build on our successes.

We are a fully comprehensive school and serve a differing catchment area across Accrington and the surrounding area. Over 62% of our pupils come from E/E* areas of overall multiple deprivation, and prior attainment of our pupils is just below average. However, we achieve many great things with our pupils due to our committed, well trained staff always going the extra mile to care for our pupil's welfare, character development and achievements. We are dedicated to improving the chances of all our young people, including our most vulnerable, pupil premium pupils, and learners with SEND and, as such, strive to offer as many opportunities for our pupils as possible, both within and outside of the classroom. We ensure that our staff engage in continual professional learning throughout their time with us, regardless of the level of experience, as we are committed to ensuring we can always get better.

The successful candidate would join a dedicated, committed and well-developed team of support staff who are determined to make The Hollins the best it can be for our young people. Our recent transition to becoming an academy is helping cement further collaboration with other professionals, and will allow us to continue to further develop our practice. The LET Education Trust is an inclusive trust recognising the importance of providing for and investing in the adults of tomorrow.

Should you wish to speak to me (on an informal basis), please do not hesitate to contact me. We look forward to receiving your completed application form together with a letter of application.

Yours faithfully,
Mrs S Haydock, Headteacher
The Hollins



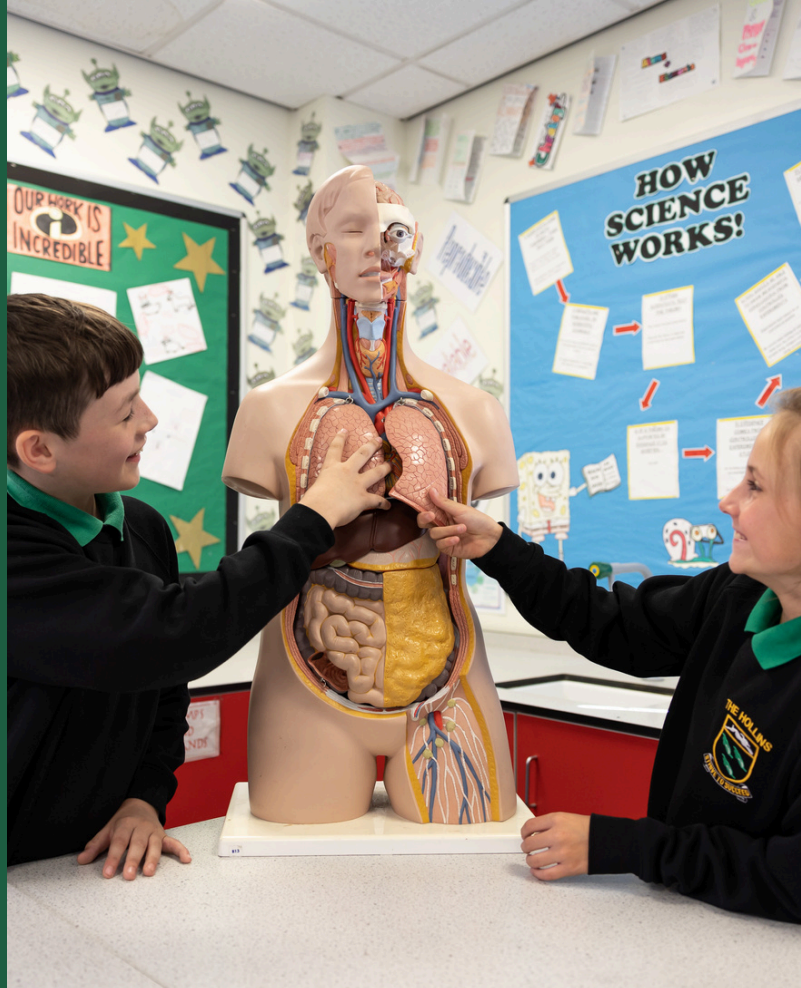
Join our team as an Operations Manager

Do you have a knack for keeping things running smoothly, even in the bustling environment of a secondary school? We are seeking a talented and highly motivated School Operations Manager to join our team and play a pivotal role in ensuring our school is a safe, efficient, and inspiring place to learn.

As our Operations Manager, you will be the linchpin that connects our facilities, finance, health and safety, educational visits and administrative functions. You'll be responsible for the day-to-day operational management, ensuring our school runs like a well-oiled machine so our teachers can focus on what they do best: providing an exceptional education.

What We're Looking For:

- Proven experience in an operations or management role, ideally within a school or public sector environment.
- Exceptional organisational skills with a keen eye for detail.
- Strong leadership abilities and the capacity to motivate and manage a diverse team.
- Excellent communication and interpersonal skills to build strong relationships with staff, pupils, and external partners.
- A proactive problem-solver who can adapt to new challenges and find innovative solutions.



School Operations Manager: Your Next Challenge Awaits

- **Permanent / 37 hours per week / all year round**
- **Grade 8 / SCP 25**
- **The starting salary is £36,363**
- **The start date is to be confirmed**
- **Closing date: Monday 29 September 2025, 12 noon**
- **The interview date is to be confirmed.**

To apply for this vacancy, please complete the application form available at,

www.let-edu.org/vacancies

and return it with a covering letter. Your letter should clearly outline your suitability and relevant experience for the role.

Please address your application to Mrs Haydock, Headteacher. You can also find the job description, person specification, and wellbeing charter on the same website.

Applications should be returned on or before the closing date to recruitment@thehollins.com



Safeguarding at The Hollins

We are deeply committed to safeguarding and promoting the welfare of our students and expect all staff to share this commitment. We adhere to rigorous safeguarding procedures and practices to ensure the safety and well-being of our young people. This appointment will be subject to an enhanced DBS check, satisfactory references, and other relevant safeguarding checks.

Support for our Staff

Encourage a climate of connecting with people

At The Hollins we encourage collaborative working and sharing our moments with each other, both within the school and further afield in the hope that both professionally and personally all our staff feel less isolated and more connected. We are human beings first and foremost and, as such, must look after and care for our well-being.

Looking after our mental health

We have staff who are trained mental health first aiders who are ready, willing and able to support staff. You can also have a look at the wellbeing charter which you can find on the LET Education Trust's website vacancy page.

Quality staff professional development

We value staff development above all else and this engenders a sense of confidence and motivation for staff. We treat our staff like the professionals they are by engaging in the disciplined Inquiry approach to appraisal and development, which gives staff the responsibility to consider their own individual needs in order to continue to develop and improve.

Measure and respond to staff voice

Our thrice-yearly questionnaires allow staff the opportunity to let us know how they are coping with the demands of work, along with how they are coping generally. However, leadership doors are always open for continual conversations around this.

Quality behaviour systems in place

Our behaviour system is designed to support both pupils and staff to ensure consistency and support at all times. Our school believes that the certainty of a sanction and subsequent restorative conversations are extremely important for the smooth running of the school.



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