



Creating Tomorrow Multi Academy Trust

•Respect

•Inclusion

•Achievement

Chief Executive Officer Kevin Latham

Chief Operating Officer Esther Bushell

Chief Finance Officer Anthea Murphy

Operations Manager Windmill Hill School

NJC Grade J point 27 £31,346 – point 31 £34,728

To start April 12th 2021 or as soon as possible thereafter

We are excited to be recruiting for an Operations Manager for our new special free school in Luton, due to open September 2021.

Are you an experienced professional with demonstrable success in managing multi-disciplinary teams to deliver excellent levels of service? We are looking to recruit an individual with extensive experience in leading Premises, HR and Administration workstreams. As well as ensuring that day to day operations are managed efficiently, you will play a key role in supporting the Headteacher and Deputy Headteacher to lead change and establish and deliver programmes of work which ensure the school meets the needs of our staff and students.

The safety and wellbeing of our students is paramount so we are looking for you to promote the importance of health, safety and welfare in the school. With your team, you will have responsibility for keeping our premises safe as well as developing and implementing administrative and HR processes which guarantee our operations as well as our testing and inspection regimes are compliant with the law.

If you have appetite for hard work, believe that all young people can succeed irrespective of their learning needs, and thrive working in a fast-paced environment where no two days are the same, then please apply by completing the application form with a covering letter of no more than two pages of A4 outlining how your skills, knowledge and experience would enable you to meet the requirements of the job description and person specification.

In return we can offer you ongoing professional development, a competitive salary package with a local government pension scheme and a generous annual leave allowance. You will be based at Windmill Hill School but must be willing and able to travel on occasion between all sites across the Trust.

A visit to the new school is difficult at this point in time due to works being carried out, however we would recommend a visit to one of our current schools. To arrange a visit or an informal conversation with the Chief Operating Officer in relation to the post, please contact Ellie Edwards, HR Transactions & Governance Manager on 01536 500030 or eedwards@creatingtomorrowtrust.co.uk

Closing Date: Friday 9th April 2021 - 12.00 noon

Interviews week beginning: Monday 12th April 2021

For an application form please email: recruitment@creatingtomorrowtrust.co.uk

Creating Tomorrow academies trust is committed to safeguarding children, promoting the welfare of all pupils, and expects all staff and volunteers to share this commitment. Enhanced clearance from the Disclosure and Barring Service will be undertaken for the successful candidates.

Creating Tomorrow academies Trust – Tel: 01536 500030 www.creatingtomorrowmat.co.uk

Creating Tomorrow College – www.creatingtomorrowmat.co.uk

Daventry Hill School – Tel: 01327 703135 www.daventryhillschool.co.uk

Isebrook School – Tel: 01536 500030 www.isebrooksen.co.uk

Wren Spinney Community Special School – Tel: 01536 481939 www.wrenspinney.co.uk