

# Systems and Operations Manager (Senior Leadership Team) Application Pack



Dear Colleague

Thank you for your interest in Edgar Wood Academy, a new school serving the local community in Middleton and Heywood. Opening in temporary accommodation in September 2021, the school moved to its permanent location in September 2022, a state-of-the-art building, with stunning views of the local countryside. Helping our students realise their potential lies at the heart of everything we do. By promoting our values of Resilience, Empathy and Responsibility and a culture of mutual respect and compassionate rigour, we aim to inspire and engage all pupils, regardless of prior attainment or social background.

By joining our school, you will be part of an exciting journey, building the school from its early foundations and helping to create and embed its ethos, values and culture. We believe in creating a purposeful and calm environment which allows our teachers to teach and our students to learn. As a result, we will improve student achievement through high-quality teaching in a safe and caring environment. We value each individual child in our school and recognise that each has different talents and gifts, which will be nurtured over the course of their time with us. We also support every student to develop personally and academically, so that they have the knowledge and skills to progress to an aspirational career, a fulfilling life and make a positive contribution to their local community.

Hopefully it is already clear from reading this letter that our aims are simple: to help students realise their potential through a culture of mutual respect, positive behaviour, and high standards. Our aim is to have students do the right thing because they should, rather than because they must. We aim to inspire and engage all students, regardless of prior attainment or social background.

To work at Edgar Wood Academy, you must aspire to be an outstanding colleague. You must be willing to share and learn. We wish to appoint someone who will help us to make a positive difference to the lives of young people in the borough. In return, we promise a supportive and enjoyable working environment and the resources needed to carry out the role to the highest standards, including a bespoke professional development programme to support you with your future career aspirations.

It is important to note that Edgar Wood Academy benefits from being a part of the Altus Educational Partnership. The Trust currently comprises of four academies - Rochdale Sixth Form College, Edgar Wood Academy, Kingsway Park High School and Bamford Academy.

The Trust's mission and vision are to:

- Advance education in the borough of Rochdale so that young people go on to live happy and fulfilling lives and make positive differences to their communities and society.
- Create an inclusive and cohesive system of education in the area that improves the lives of everyone in the borough.

I look forward to your application and if you have any questions, or wish to visit the school prior to interview, please do not hesitate to contact my PA, Debbie Barlow on 0161 676 9620.


Yours sincerely




**Paul Jones**  
Headteacher



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## Making Your Application

I hope that when you read this Application Pack you are inspired to apply for the post. If you are, then this is what you need to do:

### Application

1. Complete the Altus Education Partnership application form.
2. Provide a supporting statement of no more than two sides of A4 which should address the criteria in the person specification.
3. Send your application by email to [recruitment@altusep.com](mailto:recruitment@altusep.com).

### Deadline

The deadline for the post is **Friday 12<sup>th</sup> July 2024** to arrive no later than 12.00 midday.

Interviews expected to take place **Week Commencing 15<sup>th</sup> July 2024**.

### Shortlisting

We will unfortunately be unable to notify candidates who are not on the shortlist; therefore, if you have not heard from us your application has been unsuccessful on this occasion.

### Salary

The post will be paid £57,691 - £61,419.

### Start Date

As soon as possible

For an Application Pack

1. Visit [www.altusep.com](http://www.altusep.com), or
2. Contact: [recruitment@altusep.com](mailto:recruitment@altusep.com)

*Altus EDUCATION Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974.*

*In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates.*

## Background Information

### Edgar Wood Academy

Edgar Wood Academy is an 11-16 year old state-funded secondary school. Working closely with Rochdale Borough Council to meet the estimated shortfall of secondary school places, we opened our doors to welcome Year 7 children from the areas of Middleton and Heywood in September 2021. Our intake this year is 180 places, with a total of 485 places being offered since in September 2021 within Years 7-9.

In our first year we were based in a temporary site in the grounds of Hopwood Hall College, Middleton Campus, whilst the new school was completed. From September 2022, Years 7, 8 and 9 students at Edgar Wood Academy have been able to experience our new school building on Heywood Old Road, Heywood, with its modern state-of-the-art facilities, designed to allow them to flourish academically, culturally and artistically.

### Altus Education Partnership

Edgar Wood Academy is currently one of four institutions in the Altus Education Partnership (a Multi-Academy Trust) alongside Kingsway Park High School, Bamford Academy and Rochdale Sixth Form College (*“TES 6th Form College of the Year 2021”* and *“Ofsted Officially Outstanding 2022”*). Edgar Wood Academy and the Trust have a very strong educational reputation in the local community and are in a financially robust position. The Trust works as a partnership of equals, where all Academies are distinctive institutions working together for the benefit of all students, within which, Headteachers and local Governing Bodies have delegated authority and associated autonomy. The Trust expects to expand further in the next few years, working with Academies in the Primary and Secondary phases to improve the quality of education across the borough.

Altus Education Partnership are committed to supporting all children in their Academies to progress to a successful career, life and employment path of their choice.

All our Academies will share a collective identity as providers of the highest quality teaching with high expectations of learners, coupled with effective assessment and intervention. Young people in our Academies will engage with opportunities to develop their own skills and aptitudes to support their progression, while making valuable contributions to their communities. Leaders and Teachers will take a collaborative approach, sharing best practice at a local, regional and national level, to continuously improve the performance and outcomes of all Academies in the Trust.

### Altus Education Partnership Values

The values of the Altus Education Partnership will be embedded and visible throughout all the academies. Each will have its own unique identity built around the core Trust values. These are:

- Unrelenting commitment to improve the quality of our provision and enhance the lives of our students.
- Openness in the way we build trust and bring purpose to our work as a Multi Academy Trust.
- Accountability through the rigorous, transparent and forensic analysis of all aspects of our performance.
- Commitment to the principles of inclusion and equality.
- Dedication to the borough of Rochdale and its surrounds.
- Collective responsibility for one another and the results of all our students – ‘if one fails, we all fail’.

### **The Ambition is that by the time students leave they will:**

- Have achieved their personal academic potential giving them a greater choice in life.
- Have the highest aspirations and developed the self-esteem, confidence, and emotional resilience to exploit their potential.
- Be contributing members of the community and have compassion for others.
- Be able to celebrate their success and that of others.
- Have developed the confidence to overcome barriers to success.
- Be articulate, creative, and prepared for future growth and learning.
- Be happy!

### **Shared Objective for all Staff**

"To maximise students' achievements"

- At Altus Education Partnership we do this through engaging our students in their subjects and inspiring them to enjoy their studies in a totally positive atmosphere.
- Our students are challenged to achieve through a culture of high expectations and a belief in their ability.

Above all, staff at Altus Education Partnership like their students and demonstrate this through their daily conduct and interaction.

We promise a supportive and enjoyable working environment and the resources needed to carry out the role to the highest standards, including a bespoke professional development programme to support you with your future career aspirations.

## Role Description

<b>Job Title:</b>	<b>Systems and Operations Academy Manager (Senior Leadership Team)</b>  <i>Please detail what area of expertise you will bring to the role as well as any relevant training, clearly in your letter of application</i>
<b>Reports to:</b>	Headteacher of EWA
<b>Remuneration:</b>	The post will be paid £57,691 - £61,419.
<b>Contract:</b>	Permanent – 37 hrs per week – all year round.
<b>Start Date:</b>	As soon as possible

### Overall Purpose of the Post

This is a senior management role within the Academy at EWA, which involves the management of data systems and management of daily school operations and the key contact for Altus Education Partnership Trust Educational teams and Partnerships with other organisations such as Redwood Secondary School and the Real Trust.

As a key member of the Academy Leadership Team, you will contribute to the development of strategic plans, direction and decision making and proactively work towards the achievement of shared objectives. This includes developing and implementing strategies, key objectives, systems, processes and procedures relating data management, administration and operations.

The post holder will ensure that the academy is in compliance with all group policies.

The Central Trust has strategic responsibility and line management for Estates, Catering, IT and Cleaning. This role will be the day-to-day contact in the academy for each function, with the Central Team managing responsibility for the strategic direction and line management of each function.

### Leadership Responsibilities

- Actively promote and model the ethos and values of the academies.
- To liaise with the ICT Site lead technician and oversee the use of office technology and communication systems in the administrative function.
- To act as the Exams officer and lead for all Pupil data administration within the academy.
- Alongside ALTUS Central Teams, oversee and quality assure the local work of the catering, cleaning estates and IT teams.
- To be responsible for all health and safety issues relating to the site, staff and students and representing the Headteacher at relevant external meetings and conferences. This includes liaison with the site staff regarding the fire alarm and emergency procedures within the school and ensuring that staff and students are aware of evacuation procedures and that safe practice is adhered to and documentation is maintained. · Responsible for school safety plan, disaster preparation, fire drills, student, staff and public safety and student health.
- To oversee the management of all site and buildings, ensuring that grounds and accommodation are maintained and that out of hours use of grounds and premises are maximised to generate income.
- To monitor and quality assure all external contracts at the academy to ensure that they are adhered to and stay within budget and prepare the monthly KPIs.
- Manage all school scheduling, duties, special events and field trips.

- Responsible for school public relations and communications plan; promote the school through positive relations with community, businesses, parents and students.
- Advise on and arrange CPD strategy for all support staff within the Academy.
- Undertake Performance Management Review(s) and to ensure that staff development needs are identified.
- Perform the role of Education Visit Co-ordinator and ensure that all off site visits are planned and managed safely and effectively.
- Act in the role of liaison with the Altus Education Central team ensuring that access to functions such as finance, human resources, property and estates, data and IT are delivered effectively for the benefit of the Academy.

### **Data, Assessment and Recording**

- To have responsibility for the quality of data within the academy MIS ensuring data is accurate and up to date at all times.
- To ensure that all users of the academy MIS (Arbor) are suitably trained and supported in their use of the system.
- To process all statutory student data returns, which will include the schools census and returns to the local authority.
- To create and maintain ad-hoc reports in the academy using the MIS and other academy systems.
- To interpret, present, and communicate clearly analysed data to a variety of audiences, such as the Trust, SLT and academy staff as required.
- To ensure data protection legislation (GDPR) is followed and processes and procedures are compliant with the latest updates.
- To maintain and update all aspects of the MIS database for students, including admissions, transition, in year transfer and leavers ensuring all relevant data is transferred to the academy's MIS.
- To lead, in conjunction with the SLT on the production of the whole academy and departmental data analysis of exam results and tracking and monitoring reports.
- To administer and manage the creation and deployment (via the Arbor app) of regular school reports to parents.
- To support the transition of new students to the school through the securing and inputting of personal and academic information from the academies admissions form and other external data sources.

### **Administration and Cover**

Through the line management of the administration and office team, ensure:

- Administration support functions to a cost-efficient high standard in order to support high quality outcomes for all students.
- That correct daily levels of staff cover are in place to meet full requirements and within budget.
- Adequate standards of all school resources including uniform.
- Ensure the effective delivery and quality of devolved administrative support services across the Academy, directing work of the staff assigned to the team so that they work effectively and efficiently and undertake all necessary tasks.
- Ensure that all students records are maintained correctly, liaising as necessary with the Trust Data Team.
- To ensure the development and use of appropriate 'house style' formats and standards and manage the Academy filing systems; archiving systems, incoming and outgoing student files.
- To ensure the day-to-day organisation of the Academy Headteacher and Leadership team is smooth and effective.
- Monitor and manage any budgets assigned to the operation of the general office, reception and reprographics service.
- Organise, prepare and set up school and parent events, to include parents' evenings and outside events.
- Ensure administrative support is offered to staff in successfully organising school trips as appropriate.

## **Examinations**

- To organise and lead as the named Exams Officer on the planning and delivery of internal and external exams.
- To lead and manage the Exam Invigilation Team, ensuring that all training is up to date and that all Exam Board and JCQ regulations and procedures are followed in the exam rooms.
- Acquire and maintain an up-to-date knowledge of the examinations system, examination board regulations and any changes which occur within the examinations field.
- Lead for the preparation of timetables, including the resolution of clashes; seating plans and student documents. Liaising with SLT, Estates team and Heads of Department to ensure that internal and external examinations cause minimal disruption to the daily running of the academy.
- Responsibility for accurately processing entries and withdrawals and the submission of coursework marks and moderation samples according to the published timelines in conjunction with Heads of Department.
- Lead JCQ inspections and, in consultation with the SLT Line Manager.
- Liaise with the SENDCO, Heads of Year and SLT to ensure appropriate access arrangements for students with SEND and/or SEMH concerns are processed correctly.
- Access results of external examinations and manage the integration into the academy MIS system and other third-party systems.
- Provide data and analysis on examination entries and results for SLT, Middle Leaders, teaching staff and Local Authority as required.
- Ensure all examination queries, special consideration applications, reviews of marking/moderation and appeals are dealt with efficiently meeting required deadlines.
- Lead on the management and distribution of examination results and certificates with support from the Lead Invigilator.

## **Timetable**

- To assist the trust Timetable functions and Trust data manager on the creation and maintenance of the whole school timetable.
- To assist the Assistant Headteacher and Trust Timetable function with the KS4 Options Programme.
- To prepare the new academic year calendar in the school MIS and running the academic year rollover process to transfer data over.

## **Human Resources.**

- Effective deployment of support staff to meet current and future needs of the Academy, and producing Annual Staffing Plans for approval.
- Efficient operation of the HR policies.
- Ensure proper systems are in place to safeguard confidentiality and data protection. Deal with local HR issues where they do not require the involvement of Altus Education Central HR.

## **GDPR – Data Protection Lead**

- To be the Academy Data Protection Lead working with ALTUS's Data Protection Officer (DPO).
- To offer local advice and knowledge on data protection systems and procedures.
- To ensure Data Protection Compliance within the academy.
- Informing and advising academy employees about GDPR obligations and other Data Protection legislation.
- To monitor and implement GDPR & DP Policies within the academy.
- Advise on Data Breaches and SARs (Subject access requests) and to complete requests within dedicated timescales.
- Provide GDPR Training for Staff.
- To carry out GDPR Internal Audits.

## **Premises**



Alongside Altus Education Trust Central Team, provide in-house quality assurance of Operations to ensure:

- The day-to-day management of all site and buildings, ensuring that grounds and accommodation are maintained and that out of hour's use of grounds and premises is maximised to generate income.
- There is a strategic site maintenance and development plan.
- The learning environment is clean, well-maintained and fit for purpose.
- Regular site inspections take place and that records are kept.
- The maximum levels of security of the premises are consistent with safeguarding legislation and the ethos of the academies.
- The continuing fitness for purpose of the premises through effective use of maintenance expenditure and by actively participating in developing the premises and sites for long term use.
- The Headteacher is advised as appropriate in relation to the improvement of school building.
- Accommodation needs are met by liaising with Faculty Leaders and to deliver creative solutions to problems.
- There is an implemented asset management plan, monitor and evaluate its impact on student outcomes.

### **Catering**

Alongside Altus Education Central Team, provide in-house quality assurance of the Catering Manager to ensure:

- Catering arrangements are being met and exceeded.
- Statutory nutritional standards are met and exceeded.
- Ensure the Academy meets the standards to achieve Healthy Schools status.

### **Health & Safety**

- Formulate, monitor, implement and review the H & S Policy and procedures including risk assessments.
- Communicate regularly at all levels within the academy on H & S issues.
- Devise, arrange and monitor the half-termly evacuation drills and oversee regular testing of the fire alarm systems and equipment.
- Ensure all evacuation procedures are well understood and fit for purpose.
- Actively commit to making the academies safe and stimulating environments for staff, students and visitors.
- Coordinate all documentation regarding school trips including ensuring that risk assessments are appropriately carried out, appropriate transport has been procured and all cover arrangements are agreed and confirmed.
- To select and ensure appropriate training of fire marshals and first aiders.
- Co-ordinate responses to the Altus Central Team and ensure Academy compliance with all health and safety and estate management systems.

### **Creativity and Innovation**

- The post plays a key role in developing the non-teaching areas of the school, producing strategies for these that will support the school's overall effectiveness.

### **Contacts and Relationships**

The post holder will have a range of internal and external contacts. These include:

- Altus function leads such as finance, HR, operations, and IT,
- External bodies such as Lettings Service for out of hours hires. All external suppliers with whom the school has contracts.
- All members of staff and in particular management colleagues and Academy Leadership Team Members, to report on and advise on all matters relating to support areas.
- The post may also have contact with parents and students.

### **Other Duties**

1. The post holder will be subject to performance objectives agreed annually.
2. The post holder is expected to carry out other duties as may reasonably be assigned by the Headteacher.
3. To take on any whole school initiative or responsibility that the Headteacher may direct.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

**Other:**

- The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. An enhanced DBS check will be carried out on the successful candidate.
- Altus Education Partnership is committed to Equal Opportunities for all.
- The successful candidate will be required to complete a satisfactory medical screening assessment and provide two satisfactory references, identity check and right to work.
- Your Terms and Conditions are specified within your Contract of Employment.
- This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. This is a new post. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

## Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Educated to degree level or equivalent with experience working at a senior, strategic level within an organisation</li> </ul>	<ul style="list-style-type: none"> <li>Degree in Business related discipline i.e. CSBM or DSBM</li> <li>Evidence of further professional development.</li> <li>School business management experience</li> <li>Professional qualification in HR e.g. CIPD Level 3 or working towards qualification</li> </ul>
<b>Leadership and management</b>	<ul style="list-style-type: none"> <li>Substantial experience of and successful track record in deploying, managing and developing multi- disciplinary teams of staff</li> <li>Leadership skills for setting vision and strategy for support staff teams</li> </ul>	
<b>Experience, Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>Experience of developing and implementing strategies and policies for support functions</li> <li>Ability to lead teams and prioritise work</li> <li>Ability to work think and act strategically and laterally</li> <li>Ability to work innovatively and independently as required</li> <li>Excellent interpersonal skill and communications skills in dealing with colleagues, service providers, and those people and organisations with whom both Academies work in partnership with</li> <li>Able to work under pressure and balance strategic and planning activities</li> <li>Good understanding of health and safety requirements, reporting and monitoring processes relating to H&amp;S</li> <li>Proficient in use of MS Excel spreadsheets, and computer based accounting packages</li> <li>Project Management Skills, including the ability to lead on multiple projects within tight timescales</li> <li>Strong organisational and record keeping skills</li> <li>Strong literacy, numeracy, ICT, communication and inter-personal skills.</li> <li>Experience of organising exams within a school setting.</li> </ul>	<ul style="list-style-type: none"> <li>Previous premises and facilities management experience</li> <li>Strong understanding of all areas of the Academy's policies and objectives</li> <li>Experience of using Arbor MIS.</li> <li>Knowledge of statutory data reporting requirements such as school census.</li> <li>Knowledge of the examinations system and examination board regulations.</li> </ul>

	Essential	Desirable
<b>Experience, Skills and Knowledge</b>		
<b>Personal Qualities</b>	<p>Ability to:</p> <ul style="list-style-type: none"> <li>• Plan, organise, coordinate and control large group events, classified meetings and community and family engagement events</li> <li>• Think laterally; to develop creative and innovative ideas and practical solutions</li> <li>• Share skills and knowledge within the workplace and provides advice and guidance to others.</li> <li>• Demonstrate appropriate initiative and work unsupervised</li> <li>• Deal with people from a broad cross-section of backgrounds at all levels internally and externally</li> <li>• Communicate effectively</li> <li>• Prepare and deliver oral presentations</li> <li>• Maintain records and prepare reports</li> <li>• Prioritise and schedule work</li> <li>• Train, supervise and evaluate personnel</li> <li>• Maintain current knowledge of technological advances in the field</li> <li>• Analyse situations accurately and adopt an effective course of action</li> <li>• Meet schedules and timelines</li> <li>• Plan and organise work</li> <li>• Manage conflict</li> <li>• Solve problems at a strategic and operational level and identify creative solutions</li> <li>• Demonstrate diplomacy, and the credibility and stature needed to work at senior management level and manage contractors</li> <li>• Self-motivated, with a “can do” approach to problem solving and an ability to work autonomously using own initiative</li> <li>• Good decision making ability</li> <li>• Good Negotiation Skills</li> <li>• Flexible and balanced in approach</li> </ul>	

# EDGAR WOOD

academy



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