A blue rectangular object with a white circle on it

Description automatically generated with low confidenceA collage of children in a classroom

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**OPERATIONS MANAGER**

**CANDIDATE APPLICATION PACK**

**A message from the Headteacher**

We are a school in the heart of Colne who strive to ensure our pupils receive an excellent educational experience. Our mission is for our children to leave as well-rounded, confident individuals. By promoting our school values of Ambition, Respect and Collaboration, we promote a learning environment where our children are happy and safe. Our role is to shape every child and fill them with ambition and resilience so that they can succeed in later life.

Our teaching methods are evidence based, giving each child the tools needed to become the very best version of themselves. We, as a dedicated staff team, aim to Inspire, Include and Innovate each child and thrive on those lightbulb moments, giving them confidence to release their potential.

Whilst this application pack provides a lot of interesting information, it is no substitute for a visit to our school. We welcome you to talk with our pupils and the staff, to walk around our exceptional school, and to get a feeling for what it would be like to be a member of the community at Lord Street Primary School.

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Hayley Walsh

Headteacher

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**A message from the Chief Executive**

A person in a suit and tie

Description automatically generated with medium confidenceThank you for your interest in this position at the Pennine Trust. As an employer, we value diversity and are striving to create a fully inclusive workplace. This is an essential aspect of the culture we are building and the environment we want to create for all members of our community. We welcome applications from anyone who meets the essential criteria for the post, outlined in the person specification. In particular, we currently invite applications from people in groups currently underrepresented in the trust, including, but not limited to, people with disabilities and from non-white British backgrounds.

A key component of the recruitment process will be to provide confidence that you are a good ‘fit’ with our values. We are also looking for people who will add value to our organisation and support learning and growth across our community.

If, after reading all of the information relevant to this post, you have further questions, please direct these to the Mrs Hayley Walsh (Headteacher) or Miss K Dobney (Head of HR) by emailing [kdobney@penninetrust.org](mailto:kdobney@penninetrust.org). Subsequently, if you believe you are a good fit for us, we very much look forward to receiving your application and, hopefully meeting you during the recruitment process.

John Tarbox

Chief Executive Officer

**The Pennine Trust**

The Pennine Trust is a vibrant, cross phase multi academy trust which was jointly established by three primary schools and one secondary school in 2018.

Our mission statement ***‘creating opportunity, inspiring excellence, shaping tomorrow’*** encapsulates our approach and what we prioritise daily. We want to provide every child in our care with the best possible start in life and motivate them to fulfil their individual potential and make a full contribution to their communities and to society.

Our core values of ***ambition, respect*** and ***collaboration***are fundamental to our approach and shape all our policies, systems and decisions. We believe building a strong culture is the most important ingredient for success. Everyone working in the trust should be committed to these values and aligned with them. This is essential for us to be a genuinely values-driven organisation.

There are three associated behaviours that follow from each value, which should be exemplified in our conduct and feature in our dialogue with young people with increasing automaticity and, most importantly, authenticity. This helps to build the best possible environment in which all members of our Trust communities can flourish.



This emphasises that our energies go into development of high-quality provision, both curricular and co-curricular, with the needs of the child central to that provision. Our goal is to equip every young person with the knowledge they will need to thrive in the future and to support development of their attributes and talents to their full potential.

Leaders across the Trust adopt an evidence-informed approach to developing all aspects of school provision and are committed to high quality professional development of staff, so that we have an exceptional curriculum and pedagogy in all our schools. High quality pastoral care and support aligned with diagnostic assessment of needs and targeted interventions, help to ensure appropriate provision for every individual.

**Safeguarding Statement**

At the Pennine Trust, the welfare of children is paramount and all schools are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

All staff will be expected to take responsibility to safeguard and promote the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

All post holders are subject to an enhanced DBS check. Our policy and practice are in line with the current Department for Education’s ‘Keeping Children Safe in Education’ statutory guidance.

**Advert – Operations Manager**

**Salary Range: Grade 7 SCP 19 – 25 (£31,067 - £35,235)**

**Pro-rata salary range (£28,342 - £32,145)**

**Contract Type: Full-time (37 hpw) – Term-time plus 3 weeks**

**Contract Term: Permanent**

**Start Date: May 2025**

**Closing Date: Noon on Thursday 4th April 2025**

We are seeking to appoint an enthusiastic and experienced Operations Manager to lead and manage the administration and operational functions of the school. The post is suited to a candidate with experience of working in a very busy office environment with the ability to work well and adapt under pressure. It is essential that the person for this role is highly organised, has the ability to work on their own initiative, is self-motivated with excellent interpersonal skills and has the ability to build effective working relationships at all levels. It is essential for the individual to have a positive and proactive approach to managing change.

**Why choose Lord Street Primary School?**

* An ambitious, happy and vibrant place to work with a family of supporting colleagues who are committed to promoting a warm and friendly atmosphere.
* A strong team of staff who work together with a common goal.
* A supportive Central Trust Team who believe that through strong collaboration, all children within our trust will have better outcomes.
* Excellent professional development opportunities.

**The Pennine Trust**

The Pennine Trust is a vibrant, cross phase multi academy trust which was jointly established by three primary schools and one secondary school in 2018. We are committed to high quality professional development and a strong commitment and approach to the development of people at all levels of the organisation. Working at the Pennine Trust offers:

• A strong culture driven by values

• A supportive Central Trust Team who believe that through strong collaboration, all children within our trust will have better outcomes.

• High quality professional development opportunities

• A commitment to providing every child with the best possible start in life

• Exceptional curriculum and pedagogy in all our schools

• High quality pastoral care and support

The right candidate will be totally aligned with our values, embrace our behaviours and play a full part in fulfilling our mission: Creating Opportunity, Inspiring Excellence, Shaping Tomorrow.

**Job Description**

# Operations Manager

Department: Senior Leadership Team Reporting To: Headteacher

Hours: 37 hours per week (term time plus 3 weeks)

**Salary Range: Grade 7 SCP 19 – 25 (FTE £31,067 - £35,235) - (Pro-rata salary range £28,342 - £32,145)**

## Core Purpose:

To organise, maintain and monitor the school’s administrative functions including extended provision, to ensure an effective service.

## Accountabilities:

This is a senior leadership team position that will change over time and where the post holder needs to be responsive and proactive in the context of strategic priorities. It is not possible therefore to set out a full range of duties. The following is an indicative list. It is not structured in an order of importance but reflects the basis for which the post-holder will be held accountable. Some of the responsibilities set out below, may be achieved through effective delegation and supervision of the day-to-day tasks involved.

## Headteacher

## Manage the Headteacher’s diary including organising appointments, keeping the Headteacher informed and acting as a gatekeeper where appropriate.

## Manage the school and Headteacher calendar, ensuring the smooth running of the school.

## Regularly update the Headteacher on key information, including changes from the authority, DfE and Trust..

## To support the Headteacher in meeting the objectives and priorities of the school.

## To provide admin support to the Headteacher, ensuring confidentiality at all times.

* + Contribute to the development of school administrative policies and procedures.
  + Produce, and respond to, correspondence on behalf of the leadership team and Headteacher.
  + Work with the Headteacher to prepare accurate information for Governor meetings.

## Operations / Finances

* + To manage the timely and effective high standards of office and secretarial practice with the day to day operations of administration within the school office.
  + To manage the administration team including induction, training and performance management.
  + To oversee the financial processes (e.g. purchasing, process invoices and credit card transactions) and the finance system.
  + To monitor the school budget in liaison with the CFO and provide regular reports and forecasts to the Headteacher, highlighting any issues in a timely manner.
  + To work with the Headteacher and CFO in preparation of the annual budget.
  + To ensure the team are familiar with financial procedures and controls, ensuring financial transactions are processed in line with the trust finance manual.
  + To be responsible for accurate Workforce and Student Census returns and Pupil Assessment Data

returns, ensuring that all statutory data returns are completed in line with published deadlines.

* + To manage the office and reception area, ensuring visitors are dealt with in a polite and efficient manner.
  + Organise the taking of accurate minutes of meetings, dissemination and monitoring of action logs.
  + Effectively analyse and interpret data and produce associated reports.
  + Be proactive, initiate necessary action and be able and prepared to put forward your own judgements.
  + Keep up to date with DfE legislation and inform / advise leaders where necessary.
  + Produce, and respond to, correspondence on behalf of the leadership team and Headteacher.
  + Responsible for recruitment and selection processes in line with Trust procedures.
  + Responsible for First Aid provision and first aid supplies in school and on school trips.
  + Responsible for educational school visits.

## HR/Safeguarding

* + To maintain the school Single Central Record, process DBS checks for new starters and complete any other administrative tasks to ensure the school is compliant with Safeguarding requirements.
  + Management of the induction process in line with Trust procedures.
  + To support the Headteacher and Trust HR in the management of human resources and associated administration processes.
  + Completion of monthly payroll tasks including inputting new staff onto the payroll system and monthly overtime and mileage claims.
  + Management of staff personnel records for Headteacher.
  + To organise staff training and update records as appropriate.

## Premises/Catering

* + Responsible for the overall health and safety of the school and line manage the site manager.
  + Responsible for the smooth running of extended provision both before and after school and line manage associated staff.
  + To oversee the outsourced catering provider ensuring clear communication to ensure an efficient and effective service is provided.

## Communications and technologies

* + Responsible for all communication ensuring accurate and timely transmission to all stakeholders.
  + To update and maintain the school website ensuring compliance with statutory requirements.
  + To oversee the policy management system ensuring that all staff receive and read relevant policies.
  + To identify opportunities to implement new technologies to improve systems and ways of working.
  + To be actively involved in the marketing of the school
  + To promote and support school events and publications
  + To liaise with the press and Trust on marketing initiatives
  + To be a system champion for the pupil, payroll, finance and other data systems and technologies, providing support to other users and ensuring that the capabilities of the systems are fully

exploited.

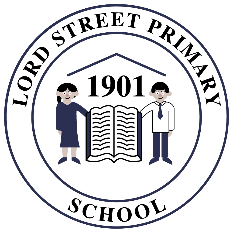
## Additional Duties

* + To actively model and promote the values and ethos of the trust and school.
  + To comply with all relevant trust policies and procedures.
  + To actively participate in relevant trust processes including performance management.
  + To undertake relevant CPD as agreed with line manager and to attend relevant meetings.

# Person Specification

|  |  |  |  |
| --- | --- | --- | --- |
| **Role: Operations Manager** | | | |
| **Essential** | | **Desirable** | **How measured** |
| **Qualifications** | * GCSE Maths and English A-C or equivalent (or equivalent level of experience) * Administration qualification or equivalent experience | * Business and administration qualification (NVQ and above) | A/C/I  A/C/I |
| **Experience** | * Experience of working in an office environment * Experience of leading and managing teams * Experience of general clerical and administrative support, including word processing, minute taking, filing   routine correspondence, distributing mail, basic reprographics.   * Experience of working on Microsoft Office * Experience in maintenance of computerised records * Experience of using Excel | * Experience in schools MIS and financial systems * Experience with payment systems and receipting * Experience of budgeting and monitoring budgets * Experience of   undertaking procurement processes | A/R/I A/R/I A/R/I  A/R/I  A/R/I  A/R/I |
| **Knowledge &**  **Skills** | * Ability to work both independently and as part of a team * Ability to establish and maintain   confidential and sensitive relationships with parents, staff and pupils   * Excellent communication and interpersonal skills * The ability to remain calm and positive when dealing with children and   parents   * Patience and willingness to listen to children and their problems * Ability to be flexible and adapt to the changing needs of the school * Ability to communicate effectively with a range of children, families, staff,   governors and visitors to the school   * Ability to work using own initiative to support the continuous development of the school * Ability to work to deadlines * Knowledge and understanding of Health & Safety legislation * Ability to maintain the website and   social media to ensure full compliance   * The ability to assist others in improving their skills and attend training. | * Knowledge of school policy and procedures | A/I/R  A/I/R  A/I/R  A/I/R  A/I/R  A/I/R  A/I/R  A/I/R  A/I/R  A/I/R  A/I/R  A/I/R |
| **Personal Qualities** | * Have a positive and proactive   approach to managing and leading change   * Be a positive role model at all times, a highly respected representative of   Lord Street Primary School   * Ability to prioritise time using effective organisational skills * Ability and willingness to work   effectively as part of a team, learning with and from colleagues   * Adaptability to changing   circumstances and forward thinking with new ideas   * To be calm, creative and enthusiastic to make every day for our pupils engaging and exciting * Demonstrate resilience and a   determination for sustained hard work with energy and vigour |  | A/I/R  A/I/R  A/I/R A/I/R  A/I/R  A/I/R  A/I/R |
| **Other** | * Working with the DSL to ensure effective communication of schools safeguarding and child protection policies. * Commitment to equality and diversity * A commitment promoting regular attendance at work |  | A/I/R  A/I/R A/I/R A/I/R  A/I/R |
| **Key**  A – Application, R – Reference, I – Interview, C – Certificate | | | |

**How to apply**



If you share our core values and associated behaviours and meet the criteria for the role, please apply by following the process below.

Follow the link and complete application

* In your personal statement, please include how your skills and experiences have prepared you for this post. Please pay particular attention to the job description and person specification whilst completing this section with a focus on your suitability for the post gained from past experiences.

**Closing date for applications is noon on Thursday 10th April 2025**

An automatic confirmation email will be sent once the application has arrived. Please be aware we cannot accept responsibility for mis-sent or late applications.

CVs will not be accepted. It is standard practice in the education sector to seek references for shortlisted candidates prior to interview.

*The Pennine Trust is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Criminal Records Bureau disclosure. Our policy and practice is in line with the Department for Education’s ‘Keeping Children Safe in Education’ Guidance’.*