

Braunton Academy



'Aspire and Achieve'

Operations Manager

37 hours per week (40 weeks per year)

**The salary is negotiable within these pay scales dependent on experience:
NJC Grade G29 – G33 (£20.02 - £22.14 per hour) H34 – H38 (£22.65 - £24.75
per hour)**

**Closing Date for Applications: noon on Wed 11th Dec
Interviews: Monday 16th Dec**

Required for February 2025

Braunton Academy is rated 'Good' by Ofsted

Barton Lane
Braunton
North Devon EX33 2BP
Tel: 01271 812221

Academy Website: www.braunton.academy
Email applications: recruitment@braunton.academy

Principal: Mrs Fay Bowler

Students: Aged 11-16



November 2024

Dear Candidate

Operations Manager

Thank you for expressing an interest in the position of Operations Manager within Braunton Academy. I hope that you find the enclosed information useful in forming your views of our exceptional Academy and the uniquely calm, community life we lead here at Braunton: all visitors to the school comment upon our welcoming atmosphere and the courteous way in which students interact.

Braunton Academy is a true learning community, which passionately believes in empowering its staff in order to empower its students. **As a respected and trusted centre of the local community**, we are committed to providing the very best of education to the children of Braunton and its surrounding villages, shaping all of our futures. Supporting both students and their parent/carers, our central aim is to build strong partnerships that recognise and respect the value of learning, investing in and reigniting that true love of learning for all that it can offer our community and provide for our children as masters of their own destiny.

This is an exciting position for a suitably qualified candidate and you will be part of both a forward thinking and hugely successful Senior Leadership Team. Our Academy has a great history with our community, one of longevity and of success. Please find enclosed the following information to help you formulate your application:

- Advertisement
- Person Specification
- Job Description
- Academy Mission Statement on Learning and Leadership
- Braunton Academy Application Form

Our strongest resource is our staff and therefore we require passionate, rigorous and dedicated professionals to help guide our Academy within the 21st Century. Braunton Academy is a place where everyone is supported to succeed and it is a delightful place to learn and to work.

I hope that your research leads you to the conclusion that you wish to be a part of our team and, if this is the case, I look forward to receiving your application.

Yours sincerely



Fay Bowler
Principal

Operations Manager

Salary: The salary is negotiable within these pay scales dependent on experience:
NJC Grade G29 – G33 (£20.02 - £22.14 per hour) H34 – H38 (£22.65 - £24.75 per hour)

Hours: 37 hours per week x 40 weeks per year

Job Summary: The Operations Manager will oversee the efficient and effective management of the Academy's operations, including strategic HR responsibilities, financial management, premises maintenance, health and safety and school administration. The postholder will also provide senior PA support to the Principal.

The Operations Manager is responsible for providing the professional leadership and management of school support staff in partnership with teaching colleagues, to enhance their effectiveness and to achieve improved standards of learning and achievement in the schools within the scope of responsibility.

This role is crucial in ensuring the smooth running of the school and supporting the Principal in achieving the school's strategic objectives.

About you:

You will be highly organised, confidential, calm, be a critical thinker and be able to act with sensitivity and integrity when dealing with staff and other members of our community, including students, trustees and our parents/carers.

You will understand and promote our ethos, be resilient and optimistic and be an excellent leader and team player who is solution-focused.

We offer a competitive salary, LGPS pension, good holidays, and an extremely pleasant working environment. We are a community of talented and hardworking staff, trustees and students and welcome applications from candidates with a similar mind-set.

To apply:-

- Interviews will be held on Monday 16th December 2024
- Please visit our website: www.braunton.academy 'Work with Us' section.
- You should download and complete the Academy Application form and email it to: recruitment@braunton.academy by 12.00 noon on Wednesday 11th December 2024
- Please note, if you have not heard from us by **Friday 13th December you have been unsuccessful. Please note, we do not accept CVs.**

To commence: 24th February 2025 (an earlier start date would be appreciated)

Safeguarding: Braunton Academy is committed to safeguarding the welfare of its students therefore an online check of publicly available information will be completed to assess shortlisted candidates' suitability to work with children. The successful applicant will also be subject to an enhanced Disclosure and Barring Service check (DBS) and full identity and qualification checks.

Braunton Academy Operations Manager Person Specification

Evidence source: **AF** = Application Form
 I = Interview
 R = Reference

| QUALIFICATIONS AND TRAINING | |
|--|-----------------|
| Essential | Evidence |
| 1. Degree in Business Administration/Management or equivalent demonstrable experience. | AF |
| Desirable | |
| 2. CIPD qualification at Level 5 | AF |
| 2. Masters in Business Administration or equivalent demonstrable experience. | |
| 3. Professional level accounting qualification (ACCA, CIMA or CIPFA). | |
| 3. Evidence of further relevant continuing professional development. | |
| PROFESSIONAL SKILLS AND EXPERIENCE | |
| Essential | |
| 4. Strong management and leadership skills including line management experience across multi-disciplinary teams. | AF/I/R |
| 5. Strong organisational skills and ability to work on own initiative. | AF/I/R |
| 6. Significant experience of working within Operations Management as part of a senior team. | AF/I/R |
| 7. Knowledge of GDPR 2018 and Data Protection Act 1998. | .AF/I |
| 8. Well-developed ICT skills, including Microsoft Office | AF/I/R |
| 9. The ability to effectively manage other staff members. | AF/I/R |
| 10. Able to work well within a team. | AF/I/R |
| 11. Ability to multitask and work under pressure. | AF/I |
| Desirable | |
| 12. Previous experience in an educational setting. | AF/I/R |
| 13. Understand the statutory requirements of legislation concerning safeguarding, child protection, health and safety, equality and disability discrimination. | AF/I |
| 14. Experience of SIMS, iTrent and ParentMail | AF/I |
| ABILITIES | |
| Essential | |
| 15. Self-motivated with a 'can-do' attitude. | I/R |
| 16. Tenacity and resilience | I/R |
| 17. The ability to work constructively in partnership with all stakeholders, including external agencies, staff, trustees, parents/carers and students. | AF/I/R |
| 18. The commitment to work in a positive, diverse and inclusive school ethos which values each individual and challenges any form of discrimination. | I/R |
| 19. Good organisational skills and the ability to have a flexible and adaptable approach. | I/R |
| 20. The ability to effectively manage time. | R |
| COMMITMENT | |
| Essential | |
| 1. The promotion of Braunton Academy as a centre of excellence | I |
| 2. Equal opportunities for all in the widest context. | I |
| 3. Inclusion and the right for all to fulfil their potential. | I |
| 4. Display a commitment to the protection and safeguarding of children and young people. | I |
| 5. A commitment to ongoing professional development in the role. | I |
| PERSONAL ATTRIBUTES | |
| Essential | |
| 1. Professional pride and integrity. | AF/I |
| 2. Approachable and empathetic. | I/R |
| 3. Discreet, tactful and confidential. | AF/I |
| 4. Willing to undertake additional duties as and when required to ensure the smooth running of the school. | I/R |
| Desirable | |
| 5. Warmth and a sense of humour! | AF/I/R |

Braunton Academy Operations Manager Job Description

| | |
|---------------|--|
| Reporting to: | The Principal and The Board of Trustees |
| Payscale: | The salary is negotiable within these pay scales dependent on experience: NJC Grade G29 – G33 (£20.02 - £22.14 per hour) H34 – H38 (£22.65 - £24.75 per hour) |
| Hours: | 37 hours per week approximately 40 weeks per year. All personal holidays will be taken in school holiday closure periods. |
| Working Week | Monday – Thursday 8.00am – 4.00 pm Friday 8.00 am – 3.30 pm (includes 30 minutes unpaid lunch break each day) |

Job Summary:

The Operations Manager will oversee the efficient and effective management of the Academy's operations, including strategic HR responsibilities, financial management, premises maintenance, health and safety and school administration. The postholder will also provide senior PA support to the Principal.

The Operations Manager is responsible for providing the professional leadership and management of school support staff in partnership with teaching colleagues, to enhance their effectiveness and to achieve improved standards of learning and achievement in the schools within the scope of responsibility.

This role is crucial in ensuring the smooth running of the school and supporting the Principal in achieving the school's strategic objectives.

Key Responsibilities:

Strategic HR & Administration Responsibilities:

- Develop and implement HR strategies aligned with the Academy's goals.
- Oversee all aspects of recruitment, induction and retention of school staff.
- Manage all employee relations, performance appraisals, absence management and professional development programs for support staff.
- Assist with payroll reconciliation & pension issues. Deal with any discrepancies through liaison with the Trust's payroll provider and finance team.
- Ensure compliance with employment law and Academy policies.
- Seek and make use of specialist expertise in relation to complex HR issues (currently Devon CC SLA in place complimented by Browne Jacobson)
- Responsibility for the Single Central Record and assist the Data Manager with the Annual Workforce Census.
- Line Manage the school administration team ensuring efficient and effective working practices which make the best use of technology where possible.
- Be responsible for the management of procedures which comply with statutory requirements such as Safeguarding Children and Young People, the General Data Protection Act and the Freedom of Information Act.

- Responsible for implementation and monitoring of safer recruitment and employment checks such as the DBS Vetting and Barring Scheme in relation to recruitment and monitoring practices of people doing work with or for the school to ensure the relevant regulations and guidance are adhered to.
- Ensure that the school complies with Keeping Children Safe in Education guidance and legislation.
- Support with activities such as marketing that ensure pupil intake is maximised each year.
- Foster a positive and inclusive work environment across the school.

PA Responsibilities for the Principal:

- Provide administrative support to the Principal, including managing their schedule, correspondence, and meetings.
- Prepare reports, presentations, and other documents as required for Trustee meetings.
- Coordinate events and meetings, ensuring all logistical arrangements are in place.
- Act as a liaison between the Principal and staff, parents, and external stakeholders including responding to compliments and complaints.
- Handle confidential information with discretion, including oversight of any subject access requests (SARs).
- Attend Senior Leadership meetings and Trustee meetings where appropriate.

Strategic Facilities, Property & ICT Management:

- Line management of the Estates Manager.
- Oversee the development and implementation of our strategic premises management plan, including long-term maintenance and improvement projects.
- Oversee the maintenance and security of school buildings and grounds.
- Support the Estate Manager to manage relationships with external contractors and service providers (including on-site catering and external cleaning contractors).
- Support the Estate Manager to ensure compliance with health and safety regulations.
- To work closely with the Estates Manager and Finance Manager to ensure the capital needs of the academies are appropriately identified, planned and funded.
- Overall responsibility for IT (supported by the Finance Manager) to ensure staff and students are efficiently supported on a timely basis across sites by our external contractor.
- Working with the senior team ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including teaching, learning and assessment systems.

Financial Strategic Responsibilities:

- Work with the Finance Manager to:
 - Oversee the enhancement of financial procedures within the Trust that are in line with the agreed financial practices.
 - Oversee the development and monitoring of the school's budget in collaboration with the Principal and Finance Manager - specifically related to staffing of the school.
- Oversee procurement processes (led by Estates Manager and Finance Manager) and ensure value for money.
- Ensure the Trust is compliant with financial regulations and audit requirements.
- Work with the Finance Team and the Trust auditors to support the audit requirements for each academy, ensuring that information is timely and accurate.
- Identify and implement cost-saving initiatives without compromising quality.

- Matrix Line management of the Finance Manager (also reports directly to the Principal)

Essential Experience and Qualifications:

- Degree in Business Administration/Management or equivalent demonstrable experience.
- Strong management and leadership skills including line management experience across multi-disciplinary teams.
- Strong organisational skills and ability to work on own initiative.
- Significant experience of working within Operations Management as part of a senior team.
- Knowledge of GDPR 2018 and Data Protection Act 1998.
- Excellent ICT skills.
- Able to work well within a team.
- Ability to multitask and work under pressure.

Desirable

- Masters in Business Administration or equivalent demonstrable experience.
- CIPD Level 5 or above.
- Professional level accounting qualification (ACCA, CIMA or CIPFA).
- Experience of working within the education sector.
- Experience in managing premises and knowledge/experience of procurement.
- Experience working with PS Financials and IFP Budgeting.
- Experience of SIMs and iTrent (HR system).

Working Conditions

- Term time only full-time position plus 2+ weeks (negotiable) with occasional evening work required.
- Based at Braunton Academy with some travel for meetings and training.
- Opportunity for occasional home working.

Professional Development Opportunities:

- Access to ongoing professional development and training programs.
- Opportunities to attend industry conferences and workshops.
- Support for further education and qualifications relevant to the role.
- Regular performance reviews and career development planning.
- Mentorship and coaching from senior leadership.

This job description is not exhaustive, but shows the key areas of responsibility. The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of the post occur, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

BRAUNTON ACADEMY MISSION STATEMENT ON LEARNING AND LEADERSHIP

LEARNING

Learning enables individuals to change and to grow, becoming independent and confident. The Academy has a commitment to improving the quality of Learning by:

- preparing people for their futures by:
 - encouraging creative thinking and reasoning
 - instilling self-confidence and self-esteem
 - developing Communication, Literacy, Numeracy and IT skills
 - encouraging life-long learning and problem solving
- recognising that individuals learn in different ways by:
 - using a variety of learning and teaching styles
 - changing the learning process according to need
 - providing opportunities for success for all
 - appreciating that learning is interactive
 - being adaptable and flexible
 - enthusing, challenging, stimulating and inspiring
 - nurturing and supporting
 - making learning fun and enjoyable
 - provide opportunities for independent and interdependent learning
 - understanding the learning process
- checking the effectiveness of learning by:
 - being clear about the learner's starting point
 - using a variety of assessment techniques
 - using assessment data constructively
 - seeking learner feedback
 - encouraging self-evaluation
- supporting the learning process by:
 - ensuring a safe, well-resourced environment
 - using the community to enhance learning
 - creating an atmosphere which is conducive to learning
 - having high expectations of all

Learning is for all members of the Academy community

LEADERSHIP

Leadership ensures the Academy's commitment to improving the quality of students' learning by:

- developing a shared **vision** and evaluating progress
- sustaining a **culture** which:
 - respects and values all its members
 - is open and accessible
 - develops individuals and teams
 - challenges and motivates
 - listens and responds
- sharing and communicating:
 - a love for **learning**
 - an understanding of how people learn
 - the belief that learning never stops
- actively engaging with the **community** by:
 - encouraging and enabling community involvement by students and staff
 - welcoming the community into Braunton Academy
 - developing business links
 - promoting the work and values of the Academy
 - supporting the life of the community

Leadership is not confined to a few people. It is a quality which is to be encouraged in all members of the Academy.

MANAGEMENT

Management ensures the Academy's commitment to improving the quality of students' learning by:

- **deploying people, time and resources to:**
 - provide the highest quality learning and teaching
 - provide pastoral support for students and staff
 - monitor and evaluate the work of the Academy
 - ensure responsible behaviour
 - ensure a safe, secure and attractive environment
 - work with the community
- **using structures and systems which:**
 - are effective and efficient
 - define roles and responsibilities
 - define lines of support and accountability
 - ensure legal requirements are met
 - are simple and unbureaucratic
 - enable decisions to be taken at appropriate levels
 - use effective communication
- **providing value for money**

Management is not confined to a few people. It is exercised by all members of the Academy.