



Learn, Enjoy, Succeed

Operations Manager

Candidate Information Pack

January 2018



1. Introduction

On behalf of the Board of the Bellevue Place Education Trust (BPET), I would like to thank you for your interest in the exciting new role of Operation Manager. Your interest in BPET coincides with one of the most exciting phases in our development and I hope that, after having read the contents of this pack and undertaken other research, you will feel inspired to take your interest further and submit your application.

All members of the BPET team are committed to providing the very best opportunities for every young person we educate to achieve their potential. There is a belief in BPET that outstanding achievement in our schools can be realised more quickly and with greater sustainability through proactive collaboration. The strong sense of moral purpose that is our hallmark has helped to create an environment within which all leaders take a collective responsibility for the learning and success of all the pupils in our care.



We promote a culture in which openness to peer and external scrutiny and an active willingness to share and promote the very best practice are key factors in the improvement in our schools. Furthermore, we are committed to supporting and learning from the education community we serve to the benefit of the local communities.

We are looking for an Operations Manager who shares this commitment and holds values conducive to making our ambitious goals a reality. We are seeking someone who, like us, recognises that effective collaboration is the best route to outstanding achievement, and who will have an unremitting focus on high-quality procurement, compliance, IT and project leadership.

This candidate brief gives some background information about the Trust's development to date, the nature of the Operations Manager's role, the current organisation, and the key themes in our BPET 3 Year Strategic Plan. We very much hope that the opportunities and challenges facing the Bellevue Place Education Trust will excite you, as they do us, and lead to you submitting an application. Good luck with your application.

A handwritten signature in black ink, appearing to read 'Mark Greatrex'.

Mark Greatrex
Chief Executive

A handwritten signature in black ink, appearing to read 'Claire Delaney'.

Claire Delaney
Chair of Trustees

2. Advert

Operations Manager

Bellevue Place Education Trust is a multi-academy trust that runs a number primary schools across London and Maidenhead. We currently operate seven primary Free Schools with a long-term plan to sustainably grow to 15 schools.

We are seeking to appoint an ambitious **Operations Manager** who has a successful track record of performance and delivery, ideally within the education sector and is seeking an inspirational individual to provide assurance to the Chief Executive and Board leadership over HR, health and safety, risk management, ICT procurement, asset management, management of sub-leasing school space and coordinating Legal support across BPET.

Naturally engaging your vision of how services can be delivering the Trust's vision combined with your highly-developed influencing skills and a successful delivery track record will be underpinned by personal resilience and an ability to thrive in a management role. You will already hold a leadership role and have a credible track record you will enjoy being part of an ambitious, highly motivated team.

The ideal candidate will:

- have a track record and managerial experience having successfully delivered a range of projects/services against contractual requirements within the education sector
- have experience of leading operational roles including Health & Safety, Asset Management and HR.
- have ability to think clearly and plan, anticipating 1 to 3 years ahead.
- commitment to delivering the ethos and values of Bellevue Place Education Trust.

To apply, please complete the application form available at <http://www.bpet.co.uk/vacancies/> and submitted with a covering letter setting out why you are interested in the role, the priorities you see for the organisation and how you are best placed to deliver the priorities. The application should be submitted to info@BPET.co.uk, with a deadline for applications being **5pm on Thursday 15 February 2018**.

To discuss this role further, please contact Mark Greatrex, Chief Executive on mark.greatrex@BPET.co.uk or call 020 3108 0363.

Closing date: **5pm on Thursday 15 February 2018**.

Interview Date: **Thursday 22 February 2018**

Start Date: **ASAP**

Location: **Hackney, London (moving to Kilburn in Sept 18)**

Salary: **£45,000 - £50,000 depending on experience**

Contract: **Permanent**

Bellevue Place Education Trust is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check

3. Bellevue Place Education Trust

Our vision - *Learn. Enjoy. Succeed.*

Three words that mean the world to us.

Three words that have been with us from the day we formed Bellevue Place Education Trust (BPET). Three words that govern all that we do.

BPET's vision is to run autonomous schools, with support for back office support, with freedom over the educational delivery, within the vision of the Trust. The aspiration is to maintain schools where academic excellence is just one aspect of an outstanding education. With a rich extended curriculum, building emotional intelligence in pupils, through the learning experience, typically nurtured from pupils' interest of ideas.

As a parent you can expect excellence, both in how we teach and how we nurture your child. We foster a positive attitude to life, encouraging a 'be interested and be interesting' attitude by providing a rich learning environment full of arts, drama, sport, music and as well as, of course, academic rigour.

BPET children are happy, confident, successful 'all-rounders' who expect to win and achieve in an inclusive setting where children, parents and school staff work together to provide the best. Our commitment to you and your children is that we will teach them to learn, enjoy and succeed both in their school career and beyond.

Staff in BPET are central to delivering the vision of the Trust. We are committed to recruiting the best staff, providing attractive development and retention packages and ensuring that every member of staff receives focused training. Teachers are all leaders and will be developed so their career is supported to help them to achieve their aspirations. Our goal is that at least half of our future senior leaders of BPET schools will come from current BPET staff.

Background

Bellevue Place Education Trust (BPET) began in February 2012 when the Trust applied to open its first Free School in Balham – Rutherford House School – which opened in September 2013. The following year two further primary Free Schools opened in Bray, Maidenhead – Braywick Court School – and in Islington – Whitehall Park School.

In September 2015, BPET opened four more primary Free Schools in Brent – Kilburn Grange School; in Hackney – Halley House School; in Barnet – Watling Park School and in Richmond – Deer Park School.

The first three schools to open have been inspected by OfSTED, with two being judged as Good with outstanding features and Braywick Court School was judged as Outstanding in all areas.

The BPET employs over 180 staff who educate around 1,120 children, which creates increasing opportunities for staff experience and expertise to be moved between the schools.

As new schools, all schools will grow from reception aged pupils and will have a combined capacity of 2,730 pupils when full. The Trust is currently operating at 42% of total capacity in 2017/18, with all expected to be full by 2022. Of the seven schools, three are in renovated building and four have new buildings – attracting over £38.4m capital investment.

Of the seven new schools we maintain, three have received an OfSTED inspection, with two (Rutherford House and Whitehall Park) being judged as providing a Good education with outstanding elements, and most recently, Braywick Court School which received an Outstanding rating.

The achievement of pupils is very strong across the Trust. As of July 2017, **81%** of pupils achieved a Good Level of Development (above 2016 national of 66%) and **88%** of pupils passed the phonics screening in Year 1 (above 2016 national of 81%). Three schools also had Year 2 pupils take the SATs test this year. On average, **88%** passed in maths (against a national of 75% in 2017), **88%** passed in Reading (against a national of 71% in 2017) and **81%** passed the writing test (against a national of 76% in 2017). This has all been achieved by our pupils receiving a wider curriculum offer from the schools, in line with our vision.

In addition to the academic achievements of the seven schools, five will be have a full intake in September 2017, three schools are oversubscribed with 1st choices. Parental support for our schools is also very high, with a parental survey in May 2017 showing that 92% of our parents are likely or very likely to recommend the school to a friend.

The schools also offer a vast number of before and after school clubs, with our first school, Rutherford House, for example providing 61 clubs a week to their pupils. 80% of all our pupils take part in at least one club a week, which enriches further the broad and balanced curriculum we offer.

How did Bellevue Place Education Trust start?

The organisation is a joint venture between two organisations who are passionate about providing high quality education provision. These two organisations bring together the very best of the fee-paying Independent sector – Bellevue Education Ltd – experienced in running a family of 15 independent schools in the UK and Switzerland; with a highly-regarded education consultancy – Place Group - with experience in the state sector for efficiency of supply in setting up new schools and converting academies, along with driving value for money and compliance.

Benefits of joining the Trust

Along with joining a successful and growing multi academy trust, you will also benefit from a range of employment incentives that includes:

- pension offer through either the Local Government Pension Scheme or the BPET Stakeholder pension (with Scottish Widow), which has a 2% employee contribution
- Travel loan
- Bike to work scheme
- 30 days' annual leave a year
- Childcare Vouchers
- a deep commitment to professional development in the role

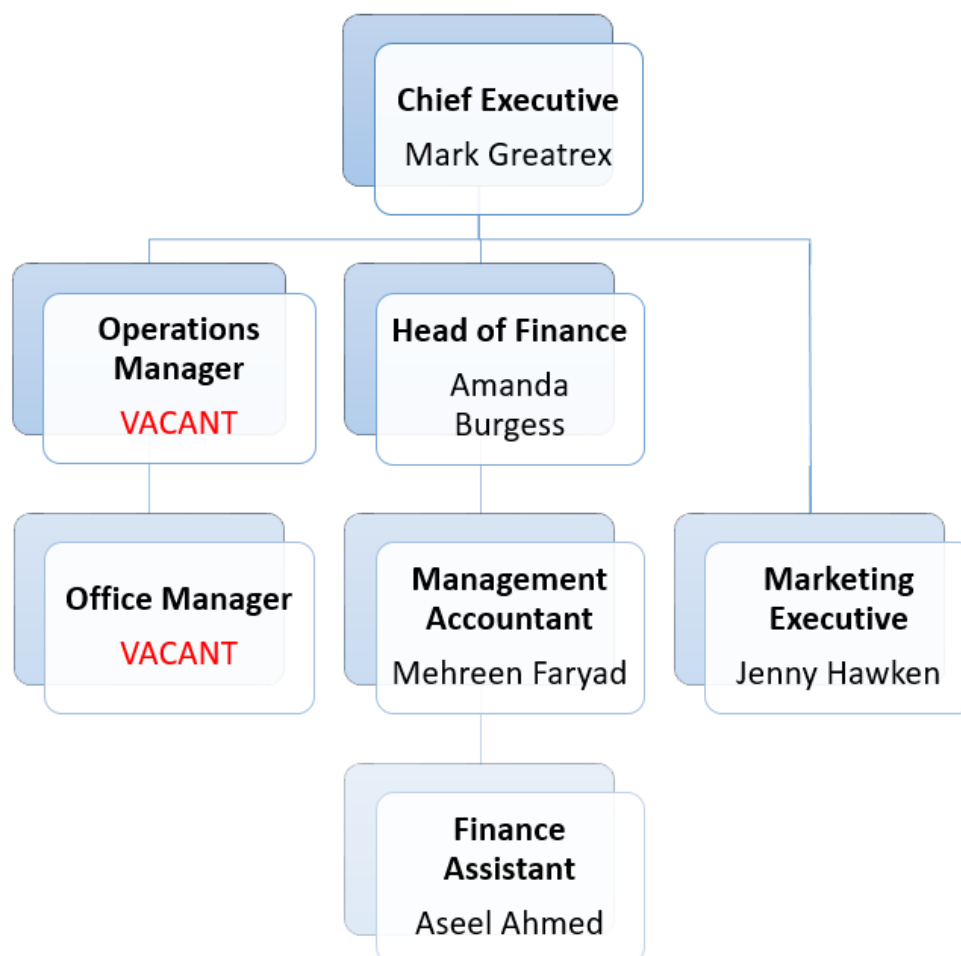
Leadership in the Bellevue Place Education Trust

The Operations Manager will join the senior management team of the Central Trust Team that brings together both the educational and business related activities of the Trust. The senior team will lead the development and practical application of long and short term strategies to deliver the BPET 3 Year Strategic.

The senior team meet formally on a fortnightly basis and focus on educational performance, managing internal and external scrutiny, managing organisation wide risks and issues, and facilitating outstanding performance in all areas of the organisation.

The Operations Manager will lead the HR, health and safety, risk management, ICT procurement, asset management, management of sub-leasing school space and coordinating Legal support across BPET.

Regular engagement takes place with the Headteachers and Office Managers in the schools, with six sessions a year for each to come together. You will lead sessions on key areas in your responsibility, driving forward new areas like the GDPR changes, for example. A key strength of the BPET is the breadth of competence and experience of leaders within the organisation who can positively challenge and collaborate with colleagues. The structure of the Central Trust Teams will be:



JOB DESCRIPTION	BELLEVUE PLACE EDUCATION TRUST
POST TITLE:	OPERATIONS MANAGER
SALARY:	£45,000 - £50,000
ARRANGEMENT:	FULL TIME – 36 HOURS (INCL SCHOOL HOLIDAYS)
REPORTS TO:	CHIEF EXECUTIVE
LINE MANAGEMENT:	OFFICE MANAGER & SUPPORTING OFFICE MANAGERS AND SITE STAFF
MAIN PURPOSE:	The Operations Manager will have overall responsibility for the strategic leadership of HR, contract management, compliance, ICT (including MIS systems), legal issues, Health and Safety and by extension the School Office Managers and Site Managers. Maintain high standards in back office functions across the Trust, the ongoing development and embedding of the 'Learn, Enjoy, Succeed' vision and delivering the BPET 3 Year Strategic Plan.

KEY PRIORITIES:

- Working as a member of the Central Trust Team to provide leadership and direction to BPET.
- Providing professional input on governance in Schools, both via routine individual meetings and attendance at Board and Local Governing Body meetings, as required.
- Modelling professional behaviour, promoting high expectations, challenging peers, and being the lead professional.
- Leading the health and safety, risk management, ICT procurement and Board administration functions.
- Lead the HR function across the Trust, with clear policies along with a regularly reviewed Recruitment and Retention Strategy for all staff.
- Leading on leasing and management of school space to further develop the Enrichment Fund.
- Ensure an Asset Management strategy is in place, providing the upkeep of schools and bidding for capital investment into the schools.
- Lead on the development of the Management Information System across BPET.
- Effective procurement and management of Trust-wide contracts, delivering value for money and management of supplier relationships and service delivery.
- Manage the procurement and contract delivery of the ICT contract and broadband arrangements for the growing schools.
- Managing and updating BPET policies in relation to statutory and regulatory requirements.
- Ensure compliance with all relevant legal and regulatory requirements, Company Memorandum and Articles, and the Funding Agreement with the DfE.
- Promote the Trust through strong relationships with ESFA, DfE and RSC colleagues.
- Positively contribute towards the delivery of all aspects of the BPET 3 Year Strategic Plan.
- Leading the structure and development of Office Managers and Site Managers.
- Leading and ensuring effective performance management and succession planning arrangements are in place.
- Represent the BPET within external forums creating opportunities to enhance the profile of the BPET within the education sector and local communities. Developing local partnerships where there is a shared common purpose.
- Ensuring business continuity plans are established and regularly reviewed.
- Working with the CEO on acquisitions including due diligence and change management.
- Carrying out such other duties as required and as are commensurate with the grade of the post.

PERSON SPECIFICATION

Leadership

- Highly skilled communicator with excellent interpersonal skills and ability to develop new and strengthen existing relationships.
- Skilled at maintaining strong relationship with senior colleagues, including Headteachers, Governors and Trustees.
- Track record and managerial experience having successfully delivered a range of projects/services against contractual requirements within the education sector.
- Demonstrate initiative and resilience to cope with changing circumstances, work under pressure, manage conflict and achieve constructive outcomes.
- Able to think clearly and plan, anticipating 1 to 3 years ahead.
- Able to inspire, motivate and empower people to achieve the BPET vision.
- Able to set targets, timelines, plans and monitor and evaluate their effectiveness.
- Able to work effectively and cooperatively between schools and with all stakeholders.
- Able to negotiate effectively to further the Trust's objectives.
- Committed to equal opportunities.
- Committed to the values and mission of BPET.

Experience

- Experience of working within a successful Academy Trust/ local government or in the education sector.
- Leading operational roles including Health & Safety, Asset Management and HR.
- Understanding of procurement, school budgetary and resource management.
- Knowledge of contract management, with complex arrangements.
- Line managing staff, conducting developmental performance management support.

Personal attributes and behaviours

- Pupils first – a belief that all pupils can achieve and an unwavering commitment to pursue successful outcomes for all.
- Confidence that proactivity is about taking the initiative in doing things and not just thinking about them.
- Knows what motivates particular individuals as well as what turns them off. Understands the underlying reasons for ongoing, long-term behaviour.
- Shows concern for impact and good pace – Identifies the most important concerns and issues of others and modifies own behaviour, dress and language to fit the expectations, level and language of others.
- Goes out of the way to establish contacts and use relationships to achieve Trust's objectives.
- Can think analytically – makes complex plans or analyses and undertakes a complex task by breaking it down into manageable parts in a systematic way.
- Can demonstrate having planned appropriately for future success of a project.
- Inspires the respect of others.
- Deals confidently with opposition – maintains own decision in the face of opposition or criticism from others whilst working collaboratively to find most advantageous outcome for pupils, teachers, staff and governors.
- Pragmatic, action-orientated, outcomes-focused.
- Excellent and adaptable communication skills and a team player.
- Adaptable and flexible, confident and calm.
- Emotional self-awareness and empathy.
- Personal commitment to quality and excellence.