



Operations Manager

Candidate Information Pack

Going beyond what schools ordinarily do

Operations Manager

The Kingston Academy seeks an Operations Manager to take the lead on a number of key strands of school operations:

- HR management
- Overall management of school administration function
- Facilities & Lettings oversight
- Recruitment oversight
- Catering
- Cover management
- The Evolve system of risk assessment for trips

Position:	Operations Manager
Scale:	TKA Operations Payscale Band I, point 41 (£43,864) – range 41 to 45 (£43,864 to £47,945)
Commitment:	Permanent
Contract type:	Full Time
Commencement:	Summer 2018

Application Process

Please visit the Careers section of the website, login, select the Operations Manager role and you will be guided through the on-line application form. (www.thekingstonacademy.org).

Interview Procedure

Our selection procedure will aim to identify with rigour whether the candidate fulfills the requirements of the post and will include the consideration of the candidate's suitability to work with children and young people. The process will include:

- Carrying out an in-tray exercise looking at prioritising tasks arising during the course of the school day;
- Meeting with a panel of our pupils for informal question and answer session;
- Panel interview with Head Teacher, Deputy Head teacher and representatives from the Trust.

Key Dates

- Deadline for applications is midnight on Sunday 29th April 2018.
- Assessment day will take place on Thursday 3rd May 2018.

Safeguarding and Safer Recruitment Statement

The Kingston Academy is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment and undergo appropriate checks, including enhanced DBS checks (with a barred list check for regulated activity), checks with past employers and eligibility to work in the UK. Identity and qualification documents will be checked prior to any offer being made.

Letter to Candidates from Ms Sophie Cavanagh, Head Teacher

Dear Candidate,

Thank you for your interest in The Kingston Academy. I am delighted that you are considering joining our accomplished team of professionals. The opportunity to share in the architecture of a new school and be integral in its delivery is unique.

The successful candidate for this role will join us at an exciting stage in our development. The project to build a large modern extension with state-of-the-art facilities to house our growing school will be nearing completion. The addition of a new Year 7 intake in September 2018 will take total pupil numbers to over 700, whilst our original History Makers, entering in Year 10, will be starting their KS4 studies. In addition, planning for the development of our Sixth Form will have begun in earnest.

Recruitment and development of exceptional staff is a top priority for us at The Kingston Academy. Our team comprises committed professionals who are invested in the process of ensuring our pupils achieve to the very best of their abilities. We understand that our drive to build an exceptional school relies upon our ability to recruit a fantastic team of staff and offer them excellent opportunities for professional development.

We hope you will be able to see your place in The Kingston Academy story and come forward to apply for this exciting, central role, overseeing key operational functions. Prospective candidates are very welcome to come for an informal visit to the school prior to submitting their application. I would be delighted to talk to you about this important strategic operational role. You can contact my PA, Justine Free on 0208 465 6208 in order to arrange a suitable time to come in and meet. However, please do not feel that you will be disadvantaged in any sense if you choose not to.

I very much look forward to receiving your application.



A handwritten signature in black ink, which appears to read 'Sophie Cavanagh'. The signature is fluid and cursive, written on a light-colored background.

Ms Sophie M Cavanagh

Head Teacher - The Kingston Academy

Background to the school

The Kingston Academy is an ambitious new free school set up by The Kingston Educational Trust, a partnership between Kingston University, Kingston College and Royal Borough of Kingston. The over-riding aim of the school is to provide our pupils with an outstanding education and, in line with our school motto, to go beyond what schools ordinarily do. TKA first opened its doors to Year 7 pupils in September 2015. The school currently has three year groups (7, 8 & 9) and will grow annually by one additional group, eventually to include a sixth form.

The school occupies attractive, newly renovated brick built premises dating from the early 20th Century. In addition, a large, state-of-the-art extension is under construction and due for completion in 2019.

As a school, we offer a traditional core curriculum grounded in the basics of numeracy and literacy, merging the very best of traditional pedagogical practice with cutting edge new technology. All our pupils use Chromebooks to take advantage of the many benefits of eLearning in furthering education.

The Kingston Academy is an inclusive school that focuses on the serious business of achievement for our pupils. Pupils are expected to behave well, work hard and embrace all the opportunities presented to them. The school nurtures respect, responsibility, reflectiveness and collaboration. Above all, the focus of the school is to ensure that pupils will move forward in life as kind, resilient, confident individuals who are equipped to make a positive contribution, anywhere in the world.

At The Kingston Academy there are an abundance of exciting enrichment opportunities for pupils to explore in sport, enterprise, music, community engagement and cultural events. Pupils are encouraged to look beyond their own school and engage with the community around them and all it has to offer in other local schools and local organisations.



Operations Manager – Job Description

We are looking for someone who is both forward thinking and innovative to work closely with the Head Teacher, contributing to the strategic direction of the school. You will be responsible for providing important feedback to the Trust.

You will have a background in operational and facilities management in a school environment. You will need keen organisational skills, analytical accuracy and incisive strategic thinking and will also be highly IT literate.

Post Title: Operations Manager

Salary: The Kingston Academy Operations Pay Scale

Reporting to: Head Teacher

Hours: 08.00 to 17.00 daily

Weeks per year: 52 (25 days annual leave entitlement plus Bank Holidays)

This job description is a general outline of the typical duties and responsibilities to be carried out whilst accepting that these may change at the discretion of the Head Teacher. It is vital that, as the new Academy grows to full capacity, you have the ability and willingness to be flexible and versatile within this role. If you are recruited to a position which does not currently have a full teaching load you will be expected to fulfil other duties and/or roles.

OVERVIEW

The operations manager will be responsible to the Head Teacher and Board of Trustees for all matters relating to administration, human resources, premises, recruitment and marketing. In addition, the operations manager will be responsible for cover management and for managing the Evolve system of risk assessment for trips.

The Duties are more specifically listed below, although this should not be seen as a definitive list, but rather as a guide to the dimensions of the role:

ADMINISTRATION AND HUMAN RESOURCES

- Assisting in ensuring all safeguarding procedures are in place and adhered to, including safe recruitment practice.
- Advising Senior Leadership, Trust Board and Head Teacher on current employment law and issues, and ensuring all Academy policies reflect these.
- Ensuring all HR processes and systems are legal and compliant with internal policies and are best-practice driven.
- Ensuring effective deployment of support staff to meet current and future needs of the Academy, and producing Operations Annual Staffing Plans for approval.
- Ensuring efficient operation of the Academy's Pay and Personnel policies.
- Assist in the management of staff within the Academy, relating to recruitment, effectiveness and efficiency, and performance management.
- Ensuring proper maintenance of staff records, including training, attendance and DBS checks.
- To work with the SLT in the management of the discipline, competence and grievance procedures for all support staff within the Academy.
- Advising on and arranging CPD strategy for all support staff within the Academy.
- Supporting senior staff dealing with contract and personnel issues.

- Line managing those responsible for HR and premises throughout the Academy.
- Motivating and encouraging teamwork and good practice in order to achieve excellent standards of service delivery across the Academy.
- Ensure proper systems are in place to safeguard confidentiality and data protection.

PREMISES

- To oversee all matters relating to the upkeep and maintenance of the school premises, repairs, lettings, variations, building works, etc.
- To be responsible for the FF&E budget, monitoring variations and investigating inconsistencies. Notifying the head teacher of concerns or disputes.
- To assume responsibility for the cleaning and maintenance of buildings and monitor standards.
- To assist in the strategic planning for future development of the school buildings, its resources and service to the community served.
- To be responsible for the prioritisation of furniture replacement in accordance with budgetary provision.
- To be responsible for all health and safety issues relating to the site, staff and pupils. This includes liaison with the Caretakers regarding the fire alarm system within the school and ensuring that staff and students are aware of evacuation procedures and that safe practice is adhered to. To select and ensure appropriate training of fire marshals.
- Ensuring the continuing availability of utilities, site services and equipment.
- To assist in ensuring the maximum levels of security of the Academy's premises are consistent with safeguarding legislation and the ethos of the Academy.
- To assist in ensuring the continuing fitness for purpose of the Academy's premises through effective use of maintenance expenditure, and by actively participating in developing the premises and sites for long term use.
- To maximise income from lettings and extended school services.
- To manage and update the Academy's asset management records.
- To implement an effective damage and loss prevention strategy to minimise insurance and budget losses.

RECRUITMENT

- To oversee the recruitment of new operations and teaching staff to the school ensuring that adverts are placed in a timely manner.
- To maintain oversight of the candidate assessment processes.
- To ensure that school recruitment activities are conducted in line with safer recruitment guidelines.

WHOLE SCHOOL ADMINISTRATION

- To manage the administrative function including the administrative ICT facilities.
- To provide for the preparation and production of all school records and publications.
- To act as a bridge to facilitate closer working relationships between teaching and support staff.
- Be responsible for the provision of specialist advice and guidance to the leadership team/Trust etc. on national and local guidelines/policy/statute etc.

MARKETING

- To ensure that the website is kept up to date and fully compliant.
- To promote the school to different audiences, including the press, and raise its profile within the local community.
- To liaise with local businesses for fundraising, arranging vocational experience and joint projects.

COVER MANAGEMENT

- To manage and implement the cover system within the school, ensuring that classes of absent teachers are covered by other available members of staff, using the online system to allocate cover slips.
- When necessary, ensure that external agencies are used to provide cover supervisors.

SCHOOL VISITS AND TRIPS ABROAD

- To assume overall responsibility for the end-to-end management and administration of school visits and trips abroad including the Evolve system for risk assessment.

Operations Manager Person Specification

	Factors	Essential	Desirable
Qualifications	Evidence of academic achievement – Undergraduate degree or equivalent qualification Additional relevant educational or professional qualifications	✓	✓
Training	Evidence of continuing professional development	✓	
Knowledge and experience	Successful experience of managing and leading staff	✓	
	Communicating at senior management team level	✓	
	Experience of budgetary management and control	✓	
	Experience in HR management and recruitment in a secondary school setting	✓	
	A working knowledge of facilities management in a school setting	✓	
	Experience of organising cover		✓
	Experience in office management or running an administrative function	✓	
	An understanding of school management and the role of the Trust	✓	
Skills and abilities	Excellent interpersonal skills	✓	
	Excellent written and verbal communication skills	✓	
	Excellent IT skills	✓	
	Organised with very strong time management skills and the ability to prioritise	✓	
	Flexible and adaptable	✓	
	Able to motivate and inspire	✓	
	Able to deliver services and systems applicable for effective school management	✓	
Personal Qualities	Commitment to high education, professional and personal standards	✓	
	Respect and empathy for young people	✓	
	Strong and empathetic communications skills	✓	
	Commitment to equal opportunities	✓	
	Focused on continually striving for improvement	✓	
	Ability to communicate effectively with diverse range of people	✓	
	Strong awareness of professionalism and confidentiality	✓	