



We Co-operate
We Pioneer
We Belong



Academy Operations Lead

Dear Colleague

Welcome to Kingsway Park High School and thank you for your interest in us.

Kingsway Park High School is proud to be a vibrant, inclusive and diverse school with approximately 1350 students, 47 different nationalities and 25 spoken languages. We have state-of-the-art facilities, and we provide an individualised and unique curriculum offer for all students regardless of their starting point, gender, ethnicity, faith or need.

We care for, nurture and develop the whole child while improving aspirations, learning and achievement for all. In addition to ensuring each student's academic potential, we also prepare them to be socially responsible citizens who can flourish in society and give back to their local community. We seek to remove any barriers of inequity, which prevent equality of opportunity so that all students can aspire and be inspired to realise their dreams.

Our school has a strong sense of community, purpose and belonging. We value our students and recognise that success looks and feels different for each one of them. However, what is consistent is our team of passionate, enthusiastic and committed staff who work relentlessly in the pursuit of excellence for the students and community we serve.

We have a strong commitment and belief in developing staff at all levels. We seek to recruit and retain colleagues whose drivers match our school ethos and are committed to their own professional development. Successful candidates will receive a high-quality induction, appraisal, continuous development programmes (including nationally recognised leadership qualifications), and opportunities to contribute to whole school impact projects throughout their Kingsway careers.

I hope you find this application pack helpful in making your decision to apply for this exciting career opportunity. If you have any questions for us, do get in touch, we are always here to help.

I would like to thank you for your application, investment of time and - whatever the outcome - I wish you well in the future.

Yours sincerely



Simon Ward
Headteacher

Making your application

I hope that when you read this pack you are inspired to apply for the post.

Application

1. Complete the Altus Education Partnership application form.
2. Provide a supporting statement of no more than one side of A4 which should address the criteria in the person specification.
3. Send your completed application form by email to recruitment@altusep.com

Deadline

The deadline for the post is **Monday 8th August 2025** (to arrive no later than 12.00 midday).

Interviews are expected to take place week commencing **15th August 2025**

Shortlisting

Regrettably, we are unable to inform candidates who have not been shortlisted. If you do not hear from us, please consider your application unsuccessful this time.

Salary

The post will be paid on the **School Support pay spine, Scale Point 30 – 35 (£39,513 - £44,711)**

Start Date

Dependant on notice period

For an Application Pack

1. Visit www.altusep.com
2. Contact Caroline Sullivan – HR Officer: recruitment@altusep.com
3. Telephone 01706 769835

Reward Package & Additional Benefits

We offer a comprehensive package, including membership of our outstanding Teachers' Pension Scheme; our 'Employee Benefits Programme' which provides a range of options including:

- Our Cycle to Work Salary Sacrifice Scheme
- Free access to Employee Assistance Programme, offering guidance, support and counselling on a range of subjects
- Generous holiday entitlement

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. It is also Trust policy to contact at least 1 reference prior to interview.

Background Information

Kingsway Park High School

Kingsway Park High School joined the Altus Education Partnership in February 2022. KPHS students live in and travel to us from communities all over Rochdale and the surrounding areas. We are very proud of the high-quality facilities, resources, and environment that we provide for both staff and students.

We hold our school values of **Trust, Professionalism, Integrity, Respect, Kindness and Effective Communication** at the core of everything we expect from our students. Students are awarded when they consistently demonstrate our values.

If you would like to visit the school to get a feel of who we are and where we are going, we would warmly welcome you.

Altus Education Partnership

Altus Education Partnership is a Multi Academy Trust and was established in 2017 through Rochdale Sixth Form College, an Ofsted Outstanding provider, and grew from the Trust's desire to improve education in the borough of Rochdale as a whole.

The Trust currently comprises five academies, including ourselves. The other four academies are:

- **Rochdale Sixth Form College**, opened in 2010 to address the significant underachievement in A level performance in the borough. Since then, it has dramatically raised achievement in the area and is recognised nationally as a centre of excellence. The College is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly ranks among the highest performing colleges in the country in both the DfE's Performance Tables and the National Achievement Rate Tables.
- **Edgar Wood Academy** opened in 2021 under Wave 13 of the Free Schools Programme. While the school was judged Requires Improvement at its first inspection, Ofsted has since recognised that the school is improving, and we are confident in the direction of travel. The Academy is building a strong reputation locally and benefits from a committed staff and leadership team focused on rapid progress.
- **Bamford Academy** is an Ofsted-rated Good primary school providing a caring and nurturing environment. It is a popular first choice for many families in the area.
- **Caldershaw Primary School** joined the Trust on 1 July 2025. It is Ofsted Outstanding and one of the most oversubscribed primary schools in Greater Manchester.

Altus is on the cusp of further growth, with three additional schools currently considering academisation in the autumn term.

We also benefit from strong local partnerships. Most notably, and uniquely within the post-16 sector, Altus has a Memorandum of Understanding with Hopwood Hall College, coordinating curriculum and supporting seamless transition for students into post-16 education.

Role Description

Job Title:	Academy Operations Lead
Reports to:	Headteacher
Contract:	Permanent – 37 hours per week – TTO+4 weeks (43weeks)
Salary:	Support Staff Pay Spine 30 – 35 (£39,513 - £44,711) Actual Salary - £37,641 – £42,592
Start Date:	Dependant on notice period

Overall Purpose of the Post

The Academy Operations Manager is a senior operational leader and a key member of the Senior Leadership Team (SLT), responsible for coordinating and delivering the non-teaching systems that underpin a successful school.

The role involves oversight of critical operational areas including administration, compliance, health and safety, parental engagement, premises liaison, and school-wide logistics. The postholder will work closely with the Headteacher and Trust central teams to ensure that daily operations run smoothly, efficiently, and in full support of the school's educational priorities.

As an SLT member, the postholder holds equal status and voice in leadership discussions, particularly where operations, events, staffing, and compliance intersect with student outcomes. They act as the bridge between strategic intent and operational delivery, ensuring whole-school plans are effectively implemented across key systems and services.

The role includes direct line management of other operational leaders, driving consistency, accountability, and high standards across all support services.

Leadership and Strategic Input

- Serve as a core member of the Senior Leadership Team (SLT), contributing to the strategic direction, operational planning, and continuous improvement of the school
- Lead the design and delivery of non-academic operational strategies that align with school improvement priorities
- Provide visible leadership across support teams, fostering a culture of professionalism, service, and high standards
- Act as the link between support functions and SLT, ensuring operational systems and staffing effectively support school priorities
- Represent the school in Trust-level operational networks, contributing to cross-academy collaboration and the sharing of best practice

Administration and Office Management

- Lead the school's administrative team, ensuring efficient, responsive and professional support services across the school day
- Maintain and improve systems for communication, scheduling, reception, filing, archiving, and resource management
- Oversee the day-to-day coordination of school cover requirements, events planning, communications, and calendaring
- Ensure that parental communication channels (letters, SMS, website, apps) are well managed and reflect the school's tone and standards
- Promote a service-oriented culture in the administrative team, ensuring high levels of support for students, staff and families

Data Management

- Provide oversight of the Data & Assessment functions, ensuring data systems are accurate, secure, and support school improvement
- Ensure statutory returns (e.g. census) are completed accurately and submitted on time
- Liaise with SLT and the Data & Assessment Manager to ensure data reporting meets the needs of internal and external stakeholders
- Monitor data processes to ensure they are GDPR-compliant and aligned with Trust expectations
- Support a data-driven culture within the school by ensuring key staff are equipped to interpret and use data effectively

Examinations

- Line manage the Exams Officer, providing support and strategic oversight of all internal and external exam processes
- Ensure JCQ and awarding body requirements are met, and that exam operations are well-planned and resourced
- Oversee the deployment and training of invigilators and support staff during exam periods
- Ensure that contingency planning is in place for exams and that access arrangements are appropriately coordinated in liaison with the SENDCO

Premises, Estates and Facilities

- Liaise with the Estates Manager and Trust Estates Team to ensure the school site remains safe, compliant, and fit for purpose
- Maintain oversight of site standards, reporting any issues or risks to SLT or Trust as appropriate
- Work in conjunction with the trust Operations Director to monitor service delivery across cleaning, maintenance, and site operations, ensuring that contractors and internal staff meet agreed expectations
- Work in conjunction with the trust Operations Director to support the administrative aspects of lettings and extended site use, ensuring safeguarding, H&S, and income generation considerations are met
- Contribute to the planning and review of the school's site development strategy

Support Staff Coordination

- Provide operational oversight of support staff deployment across the school, working collaboratively with other SLT members, the Lead Cover Supervisor, SENDCo and other relevant line managers to ensure staffing is aligned to operational and educational needs
- Coordinate the performance management cycle for support staff, ensuring reviews take place in line with policy and collating outcomes to support development and school improvement
- Support the effective monitoring of support staff attendance and punctuality, working with relevant line managers and HR to ensure absence procedures are followed and trends are identified.
- Provide a first point of contact for routine staffing matters, including workload distribution, induction support, minor concerns and clarification of roles or responsibilities
- Work in collaboration with the Headteacher and central teams to ensure that staffing structures remain fit for purpose and that appropriate support is in place across all non-teaching functions
- Promote the consistent application of conduct, attendance, and support staff expectations across operational teams, working with line managers and HR to uphold school policies

Health and Safety

- Act as the school's Health and Safety Co-ordinator, leading on compliance with all statutory and Trust-related H&S responsibilities
- Chair the school's Health and Safety Committee and maintain the school H&S risk register
- Oversee regular site inspections, risk assessments, and equipment testing in partnership with Estates
- Coordinate emergency planning, fire safety drills, evacuation procedures, and ensure all staff are trained and aware of protocols
- Ensure that educational visits and on-site activities are risk assessed and compliant with school policies and national guidance

GDPR and Compliance

- Act as the on-site contact for GDPR matters, working in conjunction with the Trust's Data Protection Officer (DPO)
- Coordinate responses to Subject Access Requests (SARs) and data breach investigations, ensuring timely escalation and documentation
- Promote good data handling practices across teams and ensure staff are familiar with their responsibilities
- Support local delivery of GDPR training, audits, and Trust-wide compliance activities

School Events, Educational Visits & Community Engagement

- Play a key coordinating role in the planning and delivering whole-school events such as open evenings, celebration events, parental engagement activities, and student showcases
- Contribute to the educational visits process by supporting the Educational Visits Coordinator in overseeing approval procedures and ensuring visits are safe, inclusive, and compliant with school and Trust policies
- Coordinate school-level communication with parents and the wider community, including newsletters, social

media, surveys and promotional material

- Oversee the logistical planning of parental forums, coffee mornings, and other school engagement opportunities
- Build and maintain links with community partners, local groups, and other stakeholders to enhance the school's external presence and outreach

Financial Systems and Budget Coordination

- Act as the key operational liaison between the academy and the Trust's central finance team, ensuring communication flows smoothly and deadlines for financial processes are met
- Support the school in working within agreed budgets by monitoring day-to-day operational spending and highlighting any areas of concern to the Headteacher or Finance Team
- Oversee the use of financial systems such as purchase ordering, invoice tracking, and reconciliation processes to ensure effective local operations
- Ensure ParentPay and other income-generating systems are administered accurately and securely, including trips, events, catering, and other student payments
- Work with budget holders and support staff to ensure procurement processes are followed and purchasing decisions represent good value for money
- Contribute to financial planning discussions related to support staffing, premises needs, and school events, ensuring alignment with operational priorities

Safeguarding & Compliance

- Uphold the school's commitment to safeguarding and promoting the welfare of children at all times
- Ensure that operational systems reflect best practice in safeguarding, health and safety, and data protection
- Report concerns promptly and in line with statutory and Trust policies

General Responsibilities

- Provide first aid to pupils as required (training provided)
- Promote student wellbeing and equal access to school services, supporting an inclusive and nurturing environment
- Model the school's ethos, values, and commitment to high standards in all interactions and responsibilities
- Demonstrate a respectful and inclusive approach that values social, cultural, linguistic, religious and ethnic diversity
- Actively contribute to the school improvement plan and take part in relevant meetings and training opportunities
- Maintain effective communication and professional relationships with students, parents/carers, staff and external professionals
- Participate in the daily duty rota and school supervision systems where appropriate
- Engage in ongoing professional development and performance review procedures as required

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.
- The Trust 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.
- The terms and conditions are specified within the 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. 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

		Assessed by:		
No.	CATEGORIES	Essential/ Desirable	App Form	Interview
1.	Management qualification (e.g. ILM, CMgr, NPQ) or equivalent experience	E	✓	
2.	Educated to degree level or equivalent	E	✓	
EXPERIENCE				
3.	Substantial experience in a senior operational, administrative, or compliance-focused leadership role	E	✓	✓
4.	Experience of contributing to whole-organisation strategic planning or improvement	E	✓	✓
5.	Experience of managing and coordinating multidisciplinary teams	E	✓	✓
6.	Experience of leading or overseeing systems such as health & safety, data compliance, and safeguarding procedures	E	✓	✓
7.	Experience of working in an educational setting or with school systems and processes	D	✓	✓
8.	Experience of coordinating school events, parental engagement, or community liaison	D	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
9.	Ability to lead, support, and hold staff to account across non-teaching functions	E	✓	✓
10.	Strong organisational and time management skills, with the ability to prioritise under pressure	E	✓	✓
11.	Ability to communicate clearly and confidently with a range of internal and external stakeholders	E	✓	✓
12.	Excellent attention to detail and ability to ensure systems are compliant and efficient	E	✓	✓
13.	Knowledge of statutory and regulatory frameworks relating to schools (e.g. H&S, GDPR, KCSIE, JCQ, DfE Census)	E	✓	✓
14.	Understanding of safeguarding responsibilities within a school setting	E	✓	✓
15.	Ability to use management information systems and digital platforms effectively (e.g. MIS, HRIS, ParentPay, Microsoft Office)	E	✓	✓
16.	Confidence in interpreting data and supporting a data-driven culture	E	✓	✓

17.	Ability to coordinate and improve cross-functional administrative systems			
18.	Knowledge of effective financial administration and budget monitoring processes	E	✓	✓
19.	Ability to liaise with contractors, Trust staff, and site teams to maintain standards across premises and facilities	E	✓	✓
20.	Ability to chair meetings, lead initiatives, and drive operational improvement	E	✓	✓
21.	Knowledge of safer recruitment practices and employment compliance expectations	D	✓	✓
22.	Understanding of the wider context of education and how operations support outcomes	D	✓	✓
PERSONAL CHARACTERISTICS				
23.	An unwavering commitment to the Altus Education Partnership's vision, mission and values	E	✓	✓
24.	Willing to be accountable and to take personal responsibility for own actions.	E	✓	✓
25.	Resilience and the ability to grow professionally and flexibly within a start-up and developing organisation	E	✓	✓



Kingsway Park
HIGH SCHOOL



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