



Guilsborough Academy

Guilsborough Multi Academy Trust



Operations Manager

Candidate information pack

Letter from Mr Simon Frazer, Principal

Dear Colleague

Thank you for taking an interest in our Academy and particularly in the post of Operations Manager.



I know how important it is to make the right decision when deciding whether to apply for a new post. It is important to find out as much as you can about us, so I would encourage you to visit our website, www.guilsborough.northants.sch.uk, where you will find lots of information, including our recent newsletters.

We will be making tours available to prospective candidates as I believe it is important to get a feel for the academy and our values. If you would like a tour of the academy we would be pleased to arrange this. Please contact our HR department, on hr@guilsborough.northants.sch.uk.

Our Ofsted report can be found [here](#), which is another source of information for you and which highlights 'the positive learning environment in which lessons take place' and 'good behaviour' of our pupils.

While most staff at Guilsborough are long serving members of staff, I joined Guilsborough as Principal in September 2020. I was made to feel extremely welcome. Colleagues' support for our students, and each other, has been a highlight. The messages of support from our parents/carers, examples of which are on our website, have also been heartening as we work hard to make sure our students continue to make the progress we know they can. Long serving colleagues say that they stay because of the pupils, their colleagues, and the training and career development opportunities they are able to access.

My personal belief is when we attract fabulous staff, look after their welfare and give them an environment where they can flourish, we continue to give our pupils the high-quality education that they deserve.

If you feel that Guilsborough Academy could be the right school for you then we would welcome your application.

With best wishes for the future.

A handwritten signature in black ink, appearing to read 'S. Frazer'. The signature is fluid and cursive, written over a white background.

Simon Frazer
Principal of Guilsborough Academy

About Guilsborough Multi-Academy Trust

We are a small MAT located in idyllic Northamptonshire countryside. We are presently comprised of two academies: Guilsborough (11-19) Academy and Naseby Church of England Primary (4-11) Academy. Guilsborough is a "converter" Academy and formed a Multi Academy Trust with our partner primary school, Naseby Church of England Academy in 2014. Guilsborough Academy is a supportive and friendly school which aims to fulfil our mission statement: learning without limits. Combined with Naseby Primary Academy, we are part of a tightly knit multi-academy trust. We are easily accessible from the M1/M6 and A14 in just five minutes, offer outstanding professional development entitlement and provide superb resources.

The aim of GMAT

Our aim is to pursue and promote sustainable excellence in the provision of 4-19 Education for the benefit of our pupils, staff, parents/carers and the wider community.

The GMAT Strategy

We play an active role in the wider community of educators. We value productive relationships and partnerships that help us to maintain and further develop our expertise, and we also seek opportunities to share our own best practice with others. We value our relationship with church colleagues and the expertise they bring to our Trust.

We recognise and encourage the individuality of our academies, and the need for them to reflect the character of the communities that they serve. Success and excellence warrant a greater autonomy.

The Trust values the work of our Academy Governors to hold their Academies to account and to constructively monitor school progress. Intervention must come where and when it is needed and in proportion to the identified area of development.

The Trust provides a set of centralised services to support our academies and help them remove distracting administrative duties from our education leaders. Through the centralisation of support services we can align centres of excellence in our back office, which in turn help create savings that we can direct into the classroom to continually drive up education standards.



Our member academies:

- ❖ Keep our pupils and staff safe
- ❖ Make the achievement of learning goals enjoyable
- ❖ Encourage pupils to appreciate the value of education and the opportunities it can create; and
- ❖ Prepare our pupils to be active and valued members of society.



Welcome to Guilsborough Academy

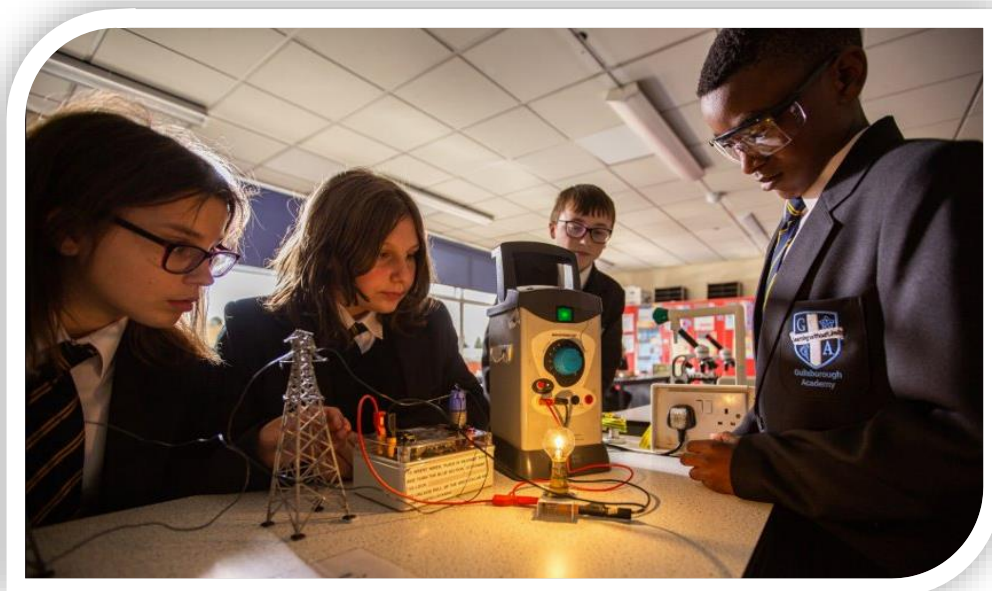
At Guilsborough we believe that learning should be enjoyable and challenging. This belief, combined with the excellent teaching skills and commitment of our staff and the enthusiasm and hard work of our pupils, lies at the heart of our success.

We are passionately committed to the achievement of every individual pupil and to providing high standards of teaching and learning. Our reputation with the local and wider community rests on consistently providing quality education for pupils of all abilities. Our pupils' excellent academic achievements can be seen in the national league tables. Every year our most able pupils achieve very highly; we encourage and support pupils to aim for top universities, whilst also providing strong support for alternative routes to higher qualifications post 18. This is supported by our excellent Careers programme.

Guilsborough Academy is committed to a comprehensive intake and accepts pupils of all abilities. An inclusive school community, our pupils come from a wide variety of different social and cultural backgrounds, and we support pupils with special educational needs. Our aim is to challenge all our pupils to reach their full potential and celebrate their successes. We ensure that those pupils who have special learning needs are provided with appropriate support, so that they too may reach their potential.

Individual strengths within our pupils are encourage and celebrated. We encourage them to explore a wide variety of interests within and beyond the school curriculum. Our aim is to develop thoughtful, kind and considerate adults, who will not only contribute to the school, but also to the wider community. Pupils' personal development and happiness are very important to us and our extensive programme of extra-curricular activities, including excellent Music, Drama and Sports provision, supports this process. We expect high standards of behaviour and seek to build strong relationships between staff and pupils. Considerate and responsible attitudes and behaviour are fostered through a strong Life Skills programme.

Continuous staff development, supported by a research led focus on Teaching and Learning forms the basis of our professional work. The most recent Teaching and Learning pack may be found [here](#).



Situated in idyllic Northamptonshire countryside, Guilsborough Academy is a supportive and friendly school which aims to fulfil our mission statement: learning without limits. We are easily accessible from the M1/M6 and A14 in just five minutes, offer outstanding professional development entitlement and provide superb resources.

Operations Manager

37 hours per week, 52 weeks per year

Grade K points 32-36, Starting point 32 £38,296. Salary will be negotiable dependant on experience.

Permanent Contract

Guilsborough Multi Academy Trust are delighted to be seeking an experienced Operations Manager to provide management and oversight of the Academy's Premises team and Information Technology. The post holder and will be responsible for the management, maintenance and development of the site's buildings and ICT infrastructure, whilst ensuring that the school has services that truly support its educational objectives in establishing an outstanding educational provision for our students.

Visits to the school are warmly welcomed. Please contact our HR department on hr@guilsborough.northants.sch.uk or 01604 740641 to arrange a suitable time.

For further information and to apply, please visit the Guilsborough Multi Academy Trust website.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, we advise to submit your application as soon as possible, if you are interested.

Closing date: Monday 9th January 2022 at 9am

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. DBS, Reference, Identity, and Medical Checks are mandatory for all posts within Guilsborough Multi-Academy Trust. Our Safeguarding and Child Protection Policy is available [here](#). We are also committed to meeting the requirements of disability discrimination and other legislation.

www.guilsborough.northants.sch.uk

Job Description

Post Title	Operations Manager
Reports to	Chief Finance Officer
Salary grade	Grade K points 32-36
Hours	37 hours per week, 52 weeks per year
Contract type	Permanent
Preferred start date	As soon as possible

MAIN PURPOSES OF THE JOB

The Operations Manager is responsible for the management, maintenance and development of the Site buildings and ICT infrastructure. Responsible for managing procurement and contract management at Guilsborough Academy, so that as a resource it most effectively supports and enables the provision of education. The post holder will Line Manage the school site team and all Maintenance, Construction and ICT contracts as well as monitoring relevant risk register sections.

KEY RESPONSIBILITIES

Management of Team

- Management of the day to day running of the site team by being the point of contact for receiving, logging and allocating tasks.
- Management of the ICT contract on daily basis and responsible for resolving all issues
- Carry out annual performance management reviews on the Team.
- Undertake checks and activities as are required by statutory or regulatory instructions.
- Provide the direction and management on the development strategy of ICT infrastructure to create up to date efficient ICT capability in the Trust.
- Lead on ICT projects, new implementation of equipment and software.

Management of External Contractors

- Obtain quotations and place orders, negotiate with contractors and suppliers to ensure that best value is obtained.
- Take lead and liaise with external consultants who manage large project works on behalf of the Academy, including Section 106 – oversee projects, make critical decisions regarding the project, relay information to Senior personnel. Attend meetings and complete monthly returns for NCC.
- Manage contracts, including grounds, cleaning, catering, ICT and ensure they meet the academies requirements.
- Work with the Chief Finance Officer in planning and writing of CIF bids, along with site project management and interim administration reporting to EFA to final completion.
- Ensure effective use of procurement framework contracts including but not limited to Buying for Schools, Crown Commercial Services and ESPO.

Health & Safety / Professional Development

- Maintain registers of necessary legislative and health and safety requirements and licences. Undertake Health and Safety and Safety Audits and maintain risk assessment paperwork.
- Monitor the annual Health and Safety external contractors programme, ensuring work is done on a timely basis and paperwork completed.
- Monitor a calendar of proactive Health and Safety checks.

- Lead staff Health and Safety Committee meetings as appropriate, liaise with departments and collate and report accident and incident information.
- Attendance of Trustee Finance Audit and Risk meetings as necessary, give advice, provide agenda items, and accompanying papers along with management of Site Health and Safety Tours across both Academies and recording and arrangement of specific work requirements.
- Review all Health & Safety and Site Policies at least annually or as appropriate.
- Act as one of the Academies first aiders and provide support in line with academy procedures.
- Review medical reports for H&S implications and take appropriate actions.
- Monitor CCTV as required.
- Ensuring contractors work within school Health and Safety procedures.

Management of Budgets

- Plan, manage and update asset management plan on a rolling three-year period for the site and ICT in schools within the Trust, ensuring best price and working with SLT to ensure the plan is met.
- To manage appropriate budgets and ensure the academies finance guidelines are followed correctly.
- Administer external letting booking system and administrative work in liaison with the site and finance team where applicable.
- Assisting in the monitoring and maintenance of stocks for general school repairs.
- Ensuring compliance and procurement in line with Academies Handbook.
- Budgets holder for ICT licences, managed accounts and purchasing.
- Budget holder for Energy, fixed site contracts , repairs, maintenance, telephones, refuse, cleaning materials, grounds Maintenance, Health & Safety, furniture, PPE, Minibus, ,AMP, Maintenance of curriculum equipment

Full member of team when appropriate

- Point of contact for all Site / ICT matters
- Being a designated key holder and contact for school management or police outside normal school hours.
- Maintain records on the school telephone system, and be the point of contact for updates/change to the system.
- Operation of the alarm systems and implementing overall security procedures for the site and buildings.
- General monitoring of personnel on site to ensure any unauthorised access is reported to the Principal.
- Acquiring a thorough knowledge of the buildings and services, to enable immediate action to minimise damage in the event of an emergency incident.
- Manage energy conservation and management.
- To acquire a reasonable knowledge of the heating systems to enable control of the systems and response to school needs.
- Ensuring schedules for academy event activities and the associated site requirements are communicated.
- Attendance to key evening events as appropriate.
- Support the site team with daily tasks as appropriate.

Minibus Safety Checks:

In respect of the above duties, the post holder will be responsible for the maintenance of the minibus. Responsibility includes undertaking and recording weekly checks on the minibus as outlined in the Weekly Checking Sheet, and inflating tyres, if necessary.

- Recording of faults which require attention and reporting dangerous or other urgent issues to their Line Manager immediately and to drive the vehicle to the garage for servicing/repair as necessary.

To undertake any other reasonable request from the Principal.

General:

- To attend relevant meetings and training sessions
- To assist in such duties and activities relating to any of the above areas appropriate to grade as the Manager and Principals shall form from time to time reasonably require.
- Promote and safeguard the welfare of young and vulnerable people.
- To maintain high standards of confidentiality
- To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted in the course of duty
- To be aware of and adhere to applicable rules, regulation, legislation and procedures including the school's equality policy and Code of Conduct and national regulations such as Data protection and Health and Safety.

GDPR:

- To adhere to GDPR and Data protection regulations, whilst maintaining confidentiality.

FURTHER INFORMATION

Guilborough Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment. All successful candidates are required to have an appropriate level of Enhanced DBS check unless internally appointed and already undergone the relevant checks. Any appointment made will be subject to the receipt of two satisfactory references and other pre-employment checks.

In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act. If a pending charge, conviction, bind-over or caution has been recorded against you, this will not necessarily debar you from consideration for this appointment. For further information please read out Recruitment of Ex-offenders policy which can be found [here](#).

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

This job description will be reviewed and updated periodically to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Line Manager in consultation with the post holder. In these circumstances, it will be the aim to reach agreement on reasonable changes but if agreement is not possible, management reserves the right to make changes to the job description following consultation.

SignedPostholder

SignedLine Manager

Date

Person Specification

Attributes	Criteria	Essential	Desirable
Ability, Skills and Personal Qualities	Capable of multitasking, problem solving and delivering to strict deadlines.	✓	
	Exceptional interpersonal and communication skills	✓	
	Capable of delegating, motivating across different areas and guiding team effort towards efficient productivity and meeting objectives.	✓	
	A keen positive and enthusiastic team player who is approachable and amicable	✓	
	Experience working within a building company.		✓
	Experience in project management		✓
Knowledge and Experience	Proven experience at managerial level	✓	
	Experience in working in a similar role and environment.	✓	
	Experience of managing budgets.	✓	
	Experience of project management for small and large projects.	✓	
	Experience of managing skilled staff and contractors.	✓	
	Experience in managing site Health & Safety with good knowledge of legislation.	✓	
	Experience of communication with colleagues and contractors at all levels of the organisation and the ability to negotiate and act on behalf of the site in relation to contracts.	✓	
	Knowledge of financial accounting and contracting procedures and practices.		✓
Education, Qualifications and Training	Good level of IT, including word and excel and keyboard skills	✓	
	Experience of taking minutes at meetings.	✓	
	Good standard of education	✓	
	Willing to be first aid trained	✓	
	National General Certificate in occupational safety and health (NEBOSH) and experience.		✓
	Institution of Occupational Safety and Health (IOSH) certificate and experience.		✓
	Chartered institute of building certificate in site management.		✓

Terms and Conditions

The successful candidate will be required to undertake a criminal record check (DBS Disclosure); complete a Health Clearance questionnaire and provide contact details of two referees. One referee should be the current employer. If an applicant is not currently working with children, but has done so in the past, the second reference should be obtained from the employer by whom the person was most recently employed in work with children. The post is offered subject to receipt of these documents together with satisfactory references and is subject to successful completion of a probationary six-month period.

Support for our staff

At Guilsborough Multi-Academy Trust we value our staff. We are very aware that the positive contribution of all staff is a significant factor in the success and long-term sustainability of our Academy. Without the energy, drive and enthusiasm of our staff, the Academy would not be in the successful place it is today or as prepared to face new challenges in the future. We are committed to developing well being initiatives to support all of our staff and are able to offer:

- **An active staff wellbeing committee**
- **Dedicated and talented staff who are keen to build on our high expectations**
- **Great students who are enthusiastic and motivated.**
We have a very positive ethos and excellent staff/student relationships
- **A developmental and supportive culture for continued professional development.**
The school strives to deliver personalized pathways and opportunities in order to enhance the growth and development of all staff members.
- **A good working environment with good resources.**
- **Supportive parents and carers.**
- **A fabulous location.**
We are based in Guilsborough, Northampton on a large and beautiful site.
- **HR Services on site**
Confidential advice and guidance on HR policies and procedures including: Maternity, Paternity, Adoption leave. Accessing staff services such as occupational health and counselling. Flexible working. Long term and short-term absence support.
- **Eye Tests**
Visual Display Unit (VDU) users are entitled to a free eye test.
- **Free Flu vaccinations for all staff.**
- **Multi-Gym – due to be completed during the Autumn half-term.**
All employees have access to the multi-gym and this is available for staff only use: Mon-Fri 7.30-8.30am and 4.30-5.30pm. Staff showers are available.
- **Pension Schemes**
GA offers a defined benefit pension scheme which is supported by school contributions as well as those of the employee. GA has two pensions schemes, the Teacher's Pension Scheme and the Local Government Pension Scheme.
- **Healthy Eating**
Our in-house catering firm Caterlink offer a healthy range of food at both break and lunch-time. Staff are entitled to a free lunch if undertaking an evening duty.
- **PTA**
We have a very active PTA group that all staff can get involved in if they wish.
- **Additional Training Days**
Additional training day for curriculum development
- **Extended breaks**
- **Library - Book Club**
- **Friday night staff sports club**

Guilsborough first opened its doors over 60 years ago. Our newest building opened in September 2021. We value our strong history and are excited about our bright future.

*We look forward to receiving your application and
welcoming you to
Guiltsborough Academy.*

