



KINGFISHER and SAXON WAY
PRIMARY
Appointment of a Hub Operations Manager





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An introduction to Kingfisher and Saxon Way Primary



We have an exciting opportunity for a talented and energetic Operations Manager to work across two schools in our Medway collegiate. Thank you for your interest in becoming part of our team.

Kingfisher is a one form entry primary school close to the bustling Princes Park area of Chatham, Saxon Way is a two form entry primary school close to Gillingham Station, both schools have a nursery. We pride ourselves on reflecting our proud history and heritage in our values and our ethos.

We nurture and teach individuals at Kingfisher and Saxon Way, who develop as confident and resilient learners with a love of reading, a creative flair for writing and a passion for maths. We encourage the scientists, musicians, historians, geographers and sportspeople of the future to make their mark on the world. The Trust's three pillars of Proud Traditions, Wide Horizons and High Achievement filter through our bespoke curriculum and achievements.

We have a strong vision based on our belief in developing Proud Traditions, Wide Horizons and High Achievement and supported by our family of Griffin Schools. Our collegiate working with our closest GST partner schools in Medway, enables us to offer excellent educational experiences for our pupils. As a GST school, we do not teach young people to know their place in society but rather discover their talents and passions and to take their place in society, making a difference wherever their futures take them.

As a valued member of our Medway family, you will:

- work with people who are committed to developing your talents, both professionally and personally
- be given the best opportunities within a collegiate of schools
- have opportunities to take part in action research projects to inspire our provision

www.kingfisher-gst.org

www.saxonway-gst.org

Job Description

Role:

Hub Operations Manager

Location:

Kingfisher Primary (Chatham) and Saxon Way Primary (Gillingham)
Work in both schools ensuring a regular physical presence in each one.

Salary:

£27,741 - £35,745 (SCP 23 to 32), Full time basis

Reporting Relationships:

Day to day reporting to Heads of Schools at Kingfisher Primary School and Saxon Way Primary School.
Overall performance managed by Executive Head of Kingfisher Primary School and Saxon Way Primary School.

Job Purpose:

This is an operations management role responsible for two schools (Saxon Way Primary School and Kingfisher Primary School) within the Medway hub.

The successful candidate will:

- Model and promote the values and ethos of the school and the Trust.
- Work within all Trust and school policies and procedures maintaining and modelling the vision and values at all times.
- Support the Heads/Executive Head in the operational running of the two schools within the hub, responsible for Estate Management, Contract Management, HR, Health and Safety, Facilities Management and Administration within the schools.
- Identify and manage opportunities to generate income and reduce costs within and across the schools, in particular, work with other Hub Operations Manager(s) where applicable, in identifying and delivering cost savings across the hub.
- Lead and manage the Support Staff function across the two schools, and to build capacity through training and development and staff deployment.
- Improve efficiencies and effectiveness in all areas of business, operational and administrative work.
- Ensure the schools use their resources effectively and efficiently.
- Act as clerk for local governance meetings, along with staff hearings and panels.
- Be responsible for ensuring the budget and spend are accurate within set areas of responsibility.
- Consider effective Risk Management in all areas of work.

Key Areas:

Estates, Asset and Facilities Management

- Responsible for the repairs, maintenance and development of the school buildings, infrastructure, land, furnishings, equipment and ICT systems.
- Work in conjunction with the Trust regarding any Capital Building needs.
- Manage and oversee the premises staff and contractors.

Contract Management:

- Actively and fully manage all contracts that relate to the schools, wherever possible sharing procurement to secure value for money and including any negotiations, disputes or issues, including cleaning contracts and catering provision.
- Ensure the full procurement process is undertaken for all new contracts and that implementation of all new contracts is undertaken seamlessly.

Safeguarding:

- Ensure all safeguarding procedures and processes are in place and adhered to, particularly in relation to the Single Central Record and safe recruitment.

External Relations:

- Raise the profiles of the schools and present them in a positive way to the local and wider community, in line with GST guidelines and policies.
- Oversee the production of high quality school publications.

Income Generation and Cost Savings:

- Identify and manage opportunities to generate income for the schools through a variety of means, e.g. fundraising, bids for improvement, utilisation of leasing space, renegotiation of hub-wide contracts, and improve efficiencies and promote cost savings.

HR:

- Provide leadership and guidance for administrative, support and site staff, including direct line management responsibility where appropriate.
- Responsible for general HR and personnel matters and to ensure that all areas of HR administration are accurate and comply with Trust policies and procedures.
- Manage sickness and absence across the schools, including undertaking return to work interviews, where required.
- Keep up-to-date with all relevant HR legislation to ensure Trust policies are always compliant and act as the key liaison with the GST HR provider.

Health and Safety:

- Take responsibility for the main health and safety issues specific to the school/s and how they relate to pupils, staff, visitors and contractors.
- Keep up-to-date with Health and Safety legislation to ensure the schools remain compliant in all areas.

Risk Register and Management:

- Support the Heads in active and effective management of risks in all areas.
- Maintain and update the risk register and ensure risks are reviewed regularly.

Administration:

- Manage and support the school administration team.
- Manage the school MIS system.
- Ensure front of house hospitality is delivered in line with GST excellence

Person Specification

Qualifications, Skills & Experience:

- Demonstrable significant experience in school business management
- OR Post graduate professional qualification in a relevant discipline
- OR School business management qualification (e.g. Diploma or Certificate in School Business Management).
- Knowledge and understanding of school issues and wider children's services agendas.
- Project management skills.
- HR management experience.
- Evidence of successfully working with staff at all levels.
- High degree of complex problem solving skills.
- Able to communicate complex and contentious issues with a variety of audiences verbally and in writing.
- Able to work under a high degree of pressure and dealing with conflicting demands.
- Able to prioritise and meet challenging deadlines.
- Able to pull together plans / develop solutions.
- Working knowledge of relevant policies/legislation/codes of practice.
- Able to interpret advice / devise policies and procedures.
- Negotiating and influencing skills.
- Presentation skills.
- Able to use ICT systems and identify the contribution they can make to schools improvement.
- Excellent organisational skills.

Relocating to Medway

Medway is one of the south-east's most aspiring and developing destinations, marrying its celebrated heritage with a rapidly emerging continental-style cultural scene.

It is ideally located, close to London and within easy reach of the channel ports. Medway takes its name from the magnificent river that flows through it and comprises of the three major towns of Rochester, Chatham, and Gillingham.

Individually, the towns have their own place in history and unique identity – in particular Rochester with its iconic castle and cathedral and connections to Charles Dickens, and Chatham with its maritime and military heritage and defences. Together, they provide a diverse and exciting shared story visitor experience.

The area is the south-east's festival and events capital – hosting more than 30 days of free festivals and events each year. From bustling street festivals, theatre performances to major international sporting events at Medway Park.



About the Griffin Schools Trust



The Griffin Schools Trust is a Head-led Trust. Founded by former school and system improvers who have led high-performing schools in the UK, Europe and Asia, the Trust works with the Heads and wider communities of its 13 schools in the Midlands and South East to develop a shared mission and values while preserving the individuality of each school.

The family of schools and the Trust's Board share a conviction that great schools are built on the three pillars of Proud Traditions, Wide Horizons and High Achievement. In practise this means rich extra-curricular programmes and high quality pastoral care as well as an inspiring curriculum, expertly taught. The Trust seeks to build community and communality across its primary and secondary schools, promoting unity rather than uniformity and enabling each school to lead its own journey to success. It is a given that schools work together within and cross phase to enhance their provision, speed their journeys to 'great' and celebrate the arts, sports and Founders' Day events.

The Trust offers direct access to a central team of experienced educationalists who provide strategic support and guidance, as well as central operational management services. Membership of the Trust affords its schools the opportunity to share best practice, to develop high order leadership skills and to have a voice in education nationally.

With 3 secondary and 10 primary schools GST currently has a combined pupil population of 6,400.

www.griffinschoolstrust.org



GRIFFIN
SCHOOLS
TRUST



Bramford
West Midlands
Joined June 2013

Lammas
East London
Joined December 2018



Chivenor
West Midlands
Joined February 2014

Riverley
East London
Joined November 2013



Perry Wood
West Midlands
Joined December 2012

Willow Brook
East London
Joined April 2015



Nicholas Chamberlaine
North Warwickshire
Joined September 2013

Kingfisher
Medway
Joined September 2013



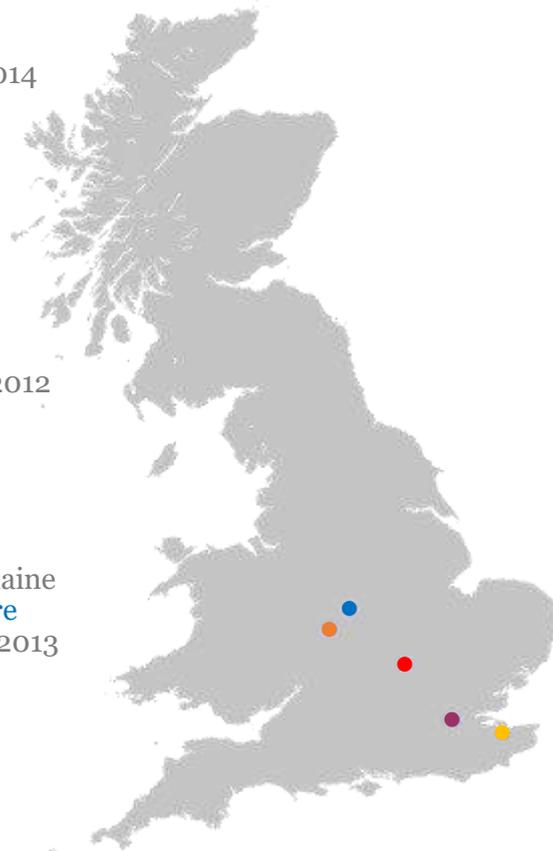
Park Lane
North Warwickshire
Joined November 2013

Saxon Way
Medway
Joined September 2013



Race Leys
North Warwickshire
Joined September 2012

Lordswood
Medway
Joined November 2013



Stantonbury Campus
Milton Keynes
Joined September 2016

How to Apply

We will do our best to show you the heart of Kingfisher and Saxon Way so that you get a sense of how well matched you may be to our professional community. Please explore our websites and that of the Griffin Schools Trust, you will see evidence of the shared life of the schools in the Trust in events such as the Griffin Arts Festival, the Science Symposium, the Sports Festival and Founders Day.

The Trust really is a family of schools which work closely together within and across phases and geographical hubs. So in joining the Griffin Schools Trust you will have strong relationships with local authority schools and projects, but you also have a strong working relationship with your peers in our family of schools. We work closely as a Medway Collegiate and all three schools are on a rapid journey to Griffin Great. Please read the attached Griffin Great descriptors as these inform our developmental planning and describe the culture that we are creating together.

Candidates should submit a CV (including comprehensive details of key achievements and responsibilities) along with a supporting statement no more than one side of A4.

Please also include in your application the names, email addresses and direct phone numbers of two professional referees, making clear in what capacity they know you.

Completed applications should be addressed to Angela Sandow and sent to office@saxon-way.medway.sch.uk

The deadline for applications is Sunday 07 March 2021. Applications will be considered as they are received so that this post may be filled before the closing date.



Kingfisher Primary School
Princes Park
Chatham
ME5 7NX
01634 661 540



Saxon Way Primary School
Gillingham
Kent
ME7 1SJ
0300 065 8400

Kingfisher & Saxon Way Primary Schools are an equal opportunities employer committed to safeguarding our students and working in partnership with our local community. We treat people equally regardless of gender, race, disability or sexual orientation and are committed to meet the requirements of the Equalities Act and other relevant legislation.