



**GREAT  
HEIGHTS**  
ACADEMY TRUST

*Achieving excellence together*

*Welcome to The Mirfield Free Grammar where we are currently looking to appoint a new Director of Operations across the school. This is an exciting time to join The Mirfield Free Grammar Journey as we begin a new chapter in our history, with The Great Heights Academy Trust.*

*Great Heights Academy Trust strives to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect.*



## Director of Operations

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CANDIDATE INFORMATION PACK

## ► Welcome

Dear Colleague,

I am delighted that you are considering the position of Director of Operations at The Mirfield Free Grammar.

We are seeking to recruit an individual for our secondary school who has inspiration, drive and motivation to make a difference to the lives of young people. It is a unique moment in time to join the leadership team as we embark on our exciting journey with the Great Heights Academy Trust.

It gives me great pleasure to introduce myself as the Principal of The Mirfield Free Grammar. It is a privilege to lead such a fantastic school and a role I am extremely proud of.

We strongly believe The Mirfield Free Grammar has an inspirational, positive, caring and welcoming environment, where all students can achieve their full academic, personal, spiritual and social potential.

Everyone at The Mirfield Free Grammar strives to 'achieve excellence together' and this vision is embedded in 'THE MFG Character' across our school community.

We endeavour to create well-rounded, happy and confident young people who are able to contribute positively within the community. I am a firm believer that THE MFG Character of Tenacity, Health & Happiness, Equity, Morality, Flourish, Generosity are the most appropriate foci to enable our students to achieve this.

We look forward to reading your application, best of luck to all.

Yours sincerely

Mrs Alexandra Fuller  
Principal



## ► Overview of the Position for Great Heights Academy Trust

The Trust Board are seeking highly driven and talented individuals to join our thriving Multi-Academy Trust which is fully committed to making a difference to the life chances of our pupils. We are keen to hear from candidates who have a successful background in secondary leadership and who are capable of playing a major role in our evolving plan to deliver exceptional 2-18 provision for the pupils in our growing MAT.

The posts would suit experienced leaders ready for the next stage in their leadership pathway. We want to hear from individuals who have the leadership qualities and drive to make the most of this unique moment in time. The successful applicants should have a strong track record of impact and share the Trust's vision. You will need to be an articulate and strong communicator with proven strengths in engaging, inspiring and motivating staff at all levels.

### About the Trust

The Trust currently comprises of six primary schools; three in Calderdale (The Greetland Academy, West Vale Academy and Bowling Green Academy), one in Leeds (Raynville Academy) and two in Kirklees (Carlinghow Academy and Marsden Junior School). We currently have one secondary school (The Mirfield Free Grammar School) and another Kirklees secondary school due to join us on 1<sup>st</sup> April 2023 (Colne Valley High School). We also have a Trust Head Office based at Riverside Mills in Elland.

To find out more about our Trust, please view our [Stakeholder Overview](#).

The successful candidates will join a highly collaborative network of leaders and managers. Each academy is different, reflecting the particular aspirations and leadership style of its Principal and local community needs.

*Great Heights Academy Trust is committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment. DBS checks are required for all posts.*

## ► Our Trust Vision

Our Trust vision has school improvement at its heart that will benefit all children in Trust schools.

## ► We aim to

- ✓ Develop an effective partnership of schools that share a commitment to raising standards.
- ✓ Strengthen the partnership by valuing the uniqueness of each school and expecting all schools to contribute.
- ✓ Foster relationships based on mutual respect with a balance of autonomy and accountability.
- ✓ Share expertise – both best practice and best practitioners.
- ✓ Develop all teachers and leaders through effective professional development.
- ✓ This Trust vision drives both our School Improvement Strategy and our Strategy for Growth.

## ► Our Vision and Values Statement

*The Great Heights Academy Trust strives to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all achieve their full potential and all can reach GREAT heights.*

## Current Trust Academies and Designations

Our mantra across our partnerships embraces the following themes:

G

Great teaching and learning opportunities for all in the partnership

R

Real life opportunities to develop an understanding of the wider world

E

Enthuse a love of learning and mutual respect

A

Academic development to nurture potential for all

T

Thorough accountability

GHAT has access to a wide support network through our designations. These offer support to all of our schools.



*Achieving excellence together*



**Mirfield Free Grammar Academies Trust (The MFG MAT) joining Great Heights Academy Trust (GHAT) - UPDATE:**  
Following public consultation processes The Mirfield Free Grammar and Marsden Junior School joined GHAT on 01/02/23. Colne Valley High School will be also joining GHAT in the near future.

## Job Description

<b>Post</b>	Director of Operations
<b>Department</b>	Mirfield Free Grammar
<b>Pay range</b>	PO7 – PO13 Point 33-Point 39 £39,343 to £45,495
<b>Hours of work</b>	Full-time, full year
<b>Responsible to</b>	Principal (daily Line Management)/Chief Operations Officer (Trust Policy & Procedures)

### Prime objectives of the post:

To have lead responsibility for overseeing the day to day running of operations and key support services in the areas of:

- MIS
- Admin/Reprographics
- Policies and Procedures
- Website compliance
- Sustainability and Climate initiatives
- GDPR/Data Protection
- Health, Safety and Security – including business continuity and incident/risk management
- Facilities – including maintenance, compliance and Sports Centre
- Transport – including school minibuses and parking

Ensuring compliance across all areas.

To liaise with the following departments to ensure all legislation is being adhered to and departments have a full understanding that any areas of cross over are being risk assessed appropriately.

- Catering
- Safeguarding
- IT
- Examination, data and timetabling

Maintaining appropriate levels of staff training and ensuring all teams comply with policies and procedures.

To work closely with the COO to ensure consistency with Trust practices.

To play a key role in upholding, promoting and modelling the vision and values of the Trust at all times and providing a high level of service to customers.

### Membership of the Trust

- To be an ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture and ethos within the trust.

- To contribute to the delivery of the MAT school improvement offer and subsequent gains of being in Great Heights Academy Trust.
- To ensure all trust systems, processes and procedures are adhered to, as requested from the Trust post holders.

### **Main duties and responsibilities:**

#### **MIS:**

To have oversight of the MIS systems analysing data and ensuring all areas are completed accurately.

#### **Admin/Reprographics:**

- To act as Line Manager for the Academy's administrators, reprographics officers and receptionists.
- To organise, review, update and monitor these teams and systems.
- To supervise, induct, train and appraise all personnel within this sector.
- To ensure a high standard in all duties performed by the team.

#### **Policies and Procedures:**

To review and update all academy policies which fall under the sections listed above (i.e. all operational policies excluding teaching and learning, finance and HR).

#### **Website Compliance**

Take ownership of the academy website and ensure compliance at all times.

#### **Sustainability and Climate initiatives**

Planning of reduction in the carbon footprint of the academy and its activities in accordance with the Trust's sustainability and climate strategy.

#### **GDPR/Data Protection:**

Take a lead on the delivery of GDPR across the academy ensuring necessary practices are in place and staff are fully trained in their application. Ensure FOI requests are dealt with in a timely manner and any data breaches are reported within the statutory timeframes.

### **Health, Safety and Security – including business continuity and incident/risk management:**

- To be responsible for the overseeing of risk of all facilities to make sure that they are available for safe and secure use by all users over the course of the day, complying with H&S legislation, school policies and good H&S working practices
- Ensuring compliance with all relevant H&S legislation and codes of practice.
- Ensuring the school has up to date H&S policies and risk assessments (and associated action plans/H&S audits) and that plans are implemented and regularly reviewed with relevant Managers.
- Owning the emergency management/business continuity plans
- To liaise with the EVC Manager regarding all school trips.
- To liaise with the IT Manager on IT installations, including CCTV and telephony and the website as required.



## **Facilities – including maintenance, compliance and Sports Centre**

- Ensuring a suitable inspection regime for the grounds and estates is carried out by the Site Management Team through condition surveys and directing the development of annual and long-term reactive and preventative maintenance plans.
- Ensuring all checks are in place for contractors carrying out servicing, repairs etc.
- Maintain policies, in particular: H&S, Legionella, Asbestos and Fire policies.
- Liaise with safeguarding team regarding external users of the school's facilities

## **Transport – including school minibuses and parking**

- Understanding the schools' transport needs (start and end of day).
- Responsibility for Minibus management to include: purchase/lease; service checks and MOTs are carried out, tax, arrangement for re-fuelling; diary of bookings; training for new drivers and re-assessments, annual driver health checks and policy.
- Overseeing liaison with external transport providers that support the academy their performance and compliance with appropriate legislation.

## **Catering:**

Liaising with the Catering Manager and Finance Director to ensure the catering service is compliant in terms of food standards and is self-sufficient from the school budget.

## **Safeguarding:**

As part of your wider duties and responsibilities, you are required to promote and actively support the Trust's responsibilities and policies towards safeguarding and promoting the welfare of children, young people and vulnerable adults.

## **Examinations, Data and Timetabling**

Assist the Examinations Officer with all aspects of compliance as required.

## **General:**

- Gain an understanding of all departments within the academy and ensure that support and guidance is provided to ensure there are no gaps in compliance in any areas.
- At all times act as a champion for the MAT
- The role will require regular liaison with the Trust COO.
- Assist in school emergencies, as required.
- Attend relevant meetings and training sessions.
- Keep abreast of developments and changes in fields relevant to the role and communicate to staff / line managers as appropriate.
- To undertake any such duties commensurate with the post as directed by the Principal/Core Team.
- To act at all times as an Ambassador for the MAT actively promoting its values and vision with all stakeholders.

This job description is not intended to be comprehensive and the job holder may be asked to perform other duties commensurate with the post as directed, to meet the needs of the Trust.

## Director of Operations

### Person Specification

Qualifications/Training	Essential	Desirable	A/I/R
Relevant professional development undertaken within last 2 years	✓		
Working towards a recognised appropriate qualification		✓	
Experience and leadership	Essential	Desirable	A/I/R
Proven experience as Director of Operations or equivalent position.	✓		
Experience of leading and motivating teams.	✓		
Experience of successfully leading whole school strategic development and change management leading to improved standards.		✓	
Considerable experience in managing and engendering a positive health and safety culture.	✓		
Experience of leading quality assurance processes to ensure consistently high standards.	✓		
Experience of coaching and developing others to improve their practice.	✓		
Experience of managing and prioritising workloads working within tight budgets and timescales.	✓		
Knowledge and understanding	Essential	Desirable	A/I/R
Knowledge, understanding and commitment to safeguarding and promoting the welfare of students	✓		
Good knowledge of the local, national, and political landscape for education.		✓	
Detailed working knowledge of how to monitor the performance of staff, hold them to account and deal proficiently with underperformance achieving the best outcomes for all parties.	✓		
Understanding of current educational provisions and the wider school system		✓	
Knowledge and understanding of the latest legislation in relation to business compliance.	✓		
Knowledgeable in the use of databases and proficient in the use of Microsoft Office	✓		

Understanding of how to effectively engage with partners and stakeholders to deliver both joint and organisational aims	✓		
<b>Skills and abilities</b>			
Creativity and innovation	✓		
Implementing change	✓		
Leading others	✓		
Monitoring and evaluation	✓		
Sound organisational ability	✓		
Excellent communication skills	✓		



## ► Reasons to work at The Mirfield Free Grammar / Great Heights Academy



### A fantastic team

A highly skilled, loyal and supportive team of staff and senior leaders.



### Professional development

Bespoke professional development to ensure that you as an employee, 'reach great heights'.



### Career Opportunities

Career opportunities across the MAT.



### Cycle to work scheme

Tax free cycle scheme.



### Holiday package

The Trust provides staff with a generous holiday entitlement.



### Pension scheme

Contributory pension through West Yorkshire Pension Fund/Teachers' Pensions.

