

#EMATters



# Application Pack **Operations Manager**

“Every child deserves to  
be the best they can be”

# Welcome to Prince William School

We're a secondary school based in Oundle in Northamptonshire, proudly rated GOOD by Ofsted.

We're part of East Midlands Academy Trust (EMAT) and are dedicated to its vision that "every child deserves to be the best they can be". This commitment drives us to provide the best education for each and every young person.

We believe in Learning for Life and support our students to realise and exceed their potential by delivering a curriculum which is relevant and accessible to all. At both GCSE and A Level our outcomes are very strong and Ofsted recognises that our school is a 'calm and friendly place' where our students 'enjoy school, feel safe and are happy' and 'respect staff'.

Providing our students and staff with the right environment to thrive is essential and we are committed to continuing to invest in our buildings and facilities. We have a dedicated sixth form building, a newly-built science block, a redeveloped maths centre and this year we'll have a fantastic new Sports England-compliant sports hall, a dance studio, male and female changing rooms as well as a new entrance building and visitor reception.

Staff wellbeing is important to us, and when you become part of the #EMATters community you'll have access to a range of employee benefits from confidential support to cycle to work vouchers. You will also be supported in your career, which means that you can expect high quality training, the time to attend training and continuous professional development plus there are many opportunities to connect with fellow professionals across our EMAT network.

This is an exciting time to join Prince William School. If you would like to visit the school prior to applying, or for an informal chat please contact us via the school office and we would be happy to show you around and answer any questions that you have.

Thank you for your interest in Prince William School.



Anna Hewes  
Headteacher



## Post Description:

<b>Post title:</b>	Operations Manager
<b>Responsible to:</b>	Headteacher of Prince William School
<b>Liaising with:</b>	Senior Leadership team, central team, Compliance Officer, parents/carers, relevant support staff, lettings partners
<b>Pay Range:</b>	NJC 35-39
<b>Contract:</b>	Permanent Full time Term time plus 5 weeks
<b>Closing Date:</b>	19 <sup>th</sup> June 2025
<b>Interview Date:</b>	TBC

### Job Purpose

The Operations Manager is responsible for demonstrating the commitment required to achieve Operational Excellence and sustain academy improvement that ensures good and outstanding outcomes for the pupils and the academy.

The core purpose being to strategically lead and manage the business innovation, working closely with the central team in managing the health & safety, premises, personnel and administrative aspects of the academy in order that the Headteachers and other senior leaders can focus on teaching and learning and raising standards.

### Responsibilities include:

#### Improve standards and to monitor the strategic vision of the Academy

- Contribute to the strategic and operational leadership of the academy.
- Working closely with the site team, IT, P&C, finance and catering team liaising with them to ensure good quality of service.
- Working closely with SLT to ensure information about the above services is shared and that each role links strategically to ensure best outcomes for the schools.
- Liaison and policy development with the central team and partner academies.
- Management of first aid training compliance and delivery of first aid and medical support.
- Lead the academy's fire and lockdown policy compliance and practice, including ensuring training is up to date
- Develop and advance an ambitious income and lettings provision.
- Supporting the Headteacher with Academy Risk Management
- Liaison with the local community, the home and other agencies.
- Leading and monitoring the administration team.
- Liaise with the trust to ensure effective support for the safe and efficient running of the academy.
- Lead and quality assure school GDPR compliance, acting as the data controller completing SARs.
- Support management of whole school events.
- Support SLT colleagues through management of staff absence.

### **Teaching and Learning**

- Advising and co-operating with the SLT on the preparation and development of courses, resources, and pastoral arrangements.

### **Professional Development, Improvement and Review**

- Participating in arrangements for the appraisal of performance (performance management policy) as a reviewer and ensuring that staff maintain a career profile.
- Participating in staff meetings, which related to East Midlands Academy Trust, curriculum, HR and administration.
- Formulating an annual improvement plan indicating priorities within the guidelines produced for staff to include staff professional development needs and implications, with the aim of meeting Operational Excellence.
- Keep up to date with the relevant statutory frameworks and guidance and to advise the trust, Headteacher and governing body accordingly.

### **Leading, Management and Administration**

- Contribute to the operational leadership of the academies.
- Line management of the Exams Officer and administration team.
- Strategic oversight and routine co-ordination of the trips and to act as EVC (Education Visits Coordinator)
- Support with organisation and running of parents evenings
- Co-ordinating administration and organisational tasks on a day-to-day basis.
- Providing leadership for the strategic and day-to-day management of resources.
- Take responsibility for maintaining the risk register and academy Business Continuity plan.
- Securing acceptable standards of behaviour within EMAT's code of conduct and ensuring the maintenance of good order and discipline.
- Support pastoral colleagues with accessing and analysing behaviour data.
- Leading on improvements to school environment, including display boards and display screens.
- Leading of collation and updating for the school calendar.

### **General Administration**

- Coordinating Admissions, for example in year transfers, updating of pupil numbers.
- Establishing a leading public relations role, building contacts and liaising with the appropriate organisations.
- Leading and co-ordinating, with the administration teams, the monitoring of pupils and providing the relevant statistics for the DFE and the trust central team.
- Co-ordinating lunchtime and breaktime procedures, including the duty rota and necessary cover.
- Liaising with all parties and parents concerning Risk Assessments, Health and Safety monitoring, transport arrangements and safety on a day to day basis. Updating and leading on the Accessibility Plan.
- Liaising with third party contractors, such as cleaning contractors and canteen providers

- Managing SmartLog – set up of new staff, relevant training and removing leavers. Annually assigning relevant training for compliance to all staff and ensuring Arbor is updated along with certificates in personnel files.
- Considering means of informing parents, governors and the community about the school, its policy and improvements, including the use of the Newsletter.
- Support SLT with organisation of events, administration and operational aspects of their roles.
- Organising staff and student planners.
- Working with admin team to ensure effective staff and student bulletin and briefings.
- Organising school photos, vaccinations, and staff/student/pupil surveys.
- Updating and maintaining the school staff handbook and policy collation.
- Support with maintenance of and production of content for the school website.

### Finance

- Work closely with the central finance team on the monthly management accounts and budget setting process.
- Line manager the school finance administrator, ensuring all financial information processed in a timely manner.
- Provide input in the Trust Budget/monthly management setting process.

### People and Culture (P&C)

- Work closely with the central P&C team in leading on the Staff Workforce Census.
- Working closely with the central P&C team in coordinating recruitment, new starter process along with induction and leavers.
- Working closely with Headteacher and the central P&C team and Compliance Officer in managing the SCR.
- Management of Arbor and P&C management information system ensuring all information updated such as staff details, staff absences, training etc.
- Staff absences – ensure staff are asked to complete Self-Certificate after period of absence, or Fit Note and ensure this is all updated on SAM People and personnel file in line with the staff absence policy or academy procedures.
- Cover – organise and oversee cover arrangements with the support of admin colleagues.
- Ensure staff absence insurance is managed by logging claims.
- Supporting SLT on the management of timelines and documentation for staff probation and appraisals.
- Ensure payroll information is correct and shared within the provided timescales.

Attribute	Essential	Desirable
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• A relevant professional management qualification</li> <li>• Willing to undertake all relevant training as requested</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant finance/accountancy qualification such as ISBL accreditation</li> </ul>

<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>• Previous experience of working as a Business or Operations Manager in a school or similar organisation</li> <li>• Successful leadership and management experience in a school or a relevant field outside education</li> <li>• Working in an environment where experiences included taking initiative and self-motivation</li> </ul>	
<p><b>Knowledge and skills</b></p>	<ul style="list-style-type: none"> <li>• Working knowledge of Health &amp; Safety Legislation</li> <li>• Communicate effectively (both orally and in writing) to a variety of audiences and have effective ICT skills</li> <li>• Understanding of Equality of Opportunities in employment</li> <li>• Understanding of Data Protection</li> <li>• Knowledge of Terms and Conditions of employment</li> <li>• Relevant personal and professional development</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of school management issues and the role of the Governing body and trust</li> </ul>
<p><b>Personal qualities</b></p>	<ul style="list-style-type: none"> <li>• Ability to build effective working relationship with staff and other stakeholders</li> <li>• Attention to detail</li> <li>• Organise personal workload and set own priorities</li> <li>• Able to work under pressure to meet deadlines</li> <li>• Enjoys working as part of a team</li> <li>• Positive and flexible attitude to work</li> <li>• Ability to think creatively to anticipate and solve problems</li> <li>• High levels of honesty and integrity</li> <li>• Be able to maintain confidentiality</li> <li>• Be able to remain impartial</li> </ul>	

	<ul style="list-style-type: none"> <li>• Have a flexible approach to working hours and be able to manage time efficiently</li> <li>• Be sympathetic to the needs of others</li> <li>• Have an openness to learning and change</li> <li>• Have a positive attitude to personal development and training</li> <li>• Have good interpersonal skills</li> <li>• Communicate effectively (both orally and in writing) to a variety of audiences and have effective ICT skills</li> <li>• Punctual and reliable</li> <li>• Be driven and ambitious for excellence</li> <li>• Be optimistic and resilient</li> <li>• Be able to work at times convenient to the Trust including evening meetings</li> <li>• Be able to travel to other schools within the trust when required</li> <li>• Be available to be contacted at mutually agreed times</li> <li>• Supportive of the ethos of the trust and school</li> </ul>	
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Compiled by:	Revision Number
Approved by:	Revision Date    __/__/__

### Additional duties

Whilst every effort has been made to explain the main duties and responsibilities, please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

**N.B.** The post holder will carry out his/her responsibilities in accordance with the Trust's equal opportunities policy.

This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

## How can I apply?

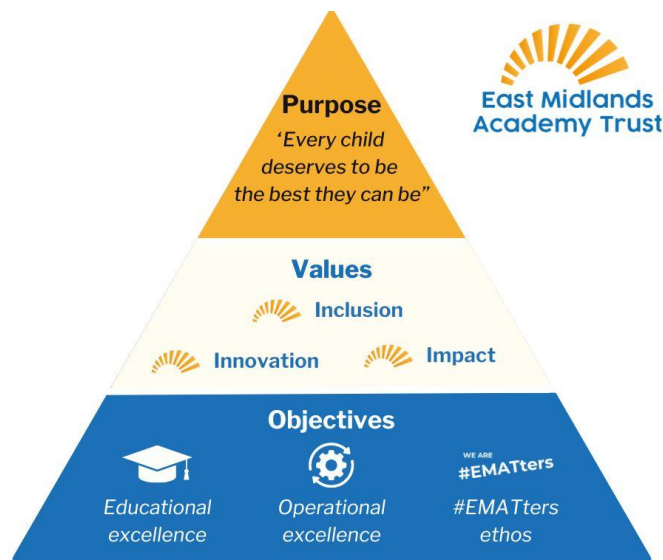
We have an online application form on our careers page under [Job Vacancies](#) and request that you complete the supporting statement in detail, explaining why you are the perfect person for this exciting opportunity. Please be aware that although we will not accept any CVs we welcome applicants to explore the opportunity before applying and if you have any questions about the role or the process, please get in touch with **Hannah Fajemiyo - HR Business Partner**. Please inform us if you require any particular adjustments, arrangements, or access needs as part of the recruitment process.

**Vacancy Closing Date:** 19<sup>th</sup> June 2025

**Interview Date :** TBC

## About East Midlands Academy Trust

All staff should be committed to the school and East Midlands Academy Trust's purpose, values and objectives.



## Health and Safety

So far as is reasonably practical, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and learners.

## Safeguarding

EMAT is committed to the safeguarding of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to ensure the safety of all young persons within its care.

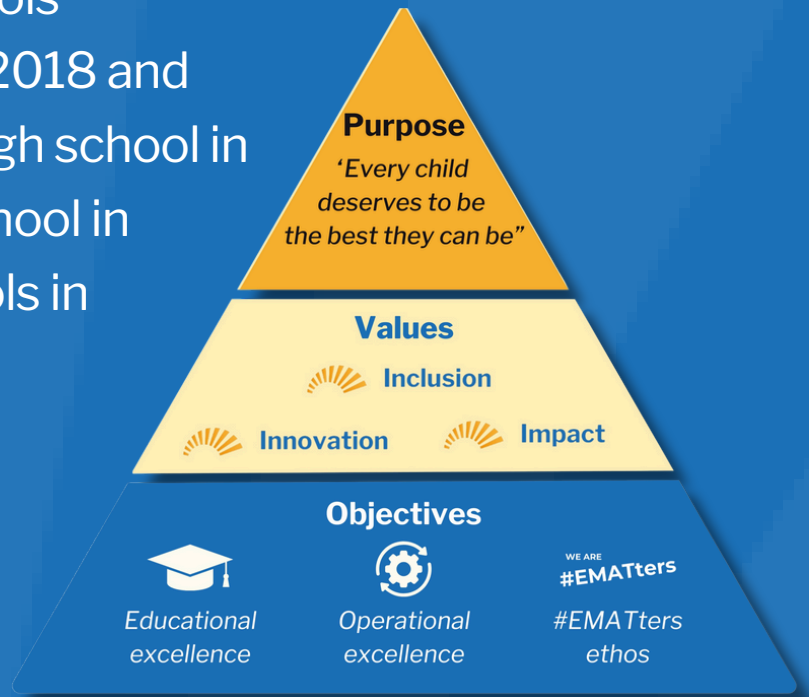
## Equal Opportunities

It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

If any special requirements are needed to attend an interview, please inform the trust.

# About East Midlands Academy Trust

Our community of seven schools collectively became EMAT in 2018 and currently includes an all-through school in Northampton, a secondary school in Oundle and five primary schools in Northamptonshire and Milton Keynes, with more than 600 #EMATters serving over 5,000 pupils.



## “Every child deserves to be the best they can be”

This can only be achieved with committed and empowered colleagues. That’s why we have created a strong culture of personal and professional development, which includes access to a host of learning opportunities offered through our in-house training hub to all #EMATters



# Hello and welcome to East Midlands Academy Trust.

We're a thriving multi-academy trust, which currently includes an all-through school in Northampton, a secondary school in Oundle and five primary schools in Northamptonshire and Milton Keynes serving over 5,000 pupils through the tenacity and professionalism of 600 colleagues. I like to call the members of our immediate and extended community #EMATters.

**Every child deserves to be the best they can be**, and therefore inclusion is at the heart of everything we do. By joining the #EMATters team, you will have the opportunity to help us ensure that high quality education is available to everyone, regardless of their ability or background.

You will be supported throughout your career journey with us, as we recognise that achieving our aim that every child deserves to be the best they can be is only possible through committed and empowered colleagues and a strong culture of personal and professional development, which includes a host of learning opportunities offered through our in-house training hub.

Thank you for your interest in East Midlands Academy Trust. And if you have any questions do get in touch via [hrqueries@emat.uk](mailto:hrqueries@emat.uk)

Joshua Coleman  
Chief Executive  
East Midlands Academy Trust

