Ark John Keats Academy Operations Manager

Reports to: Principal or Vice Principal

Start date: February or March 2022

Salary: Ark Support Scale 11: Pay Points 34 - 41 £39,886 to £46,839 depending on experience

Closing date: 9am, 5th January 2022

Exciting opportunity to join an exceptional school in north London.

Ark John Keats is looking to appoint an Operations Manager. This role comprises strategic oversight of a large, multi-phase site, and management of multiple teams responsible for the smooth running of our school, to support us in delivering an exceptional education for the young people of Enfield.

Ark John Keats was founded in 2013 with one class of reception children. We are now a fully-fledged all-through school, running from nursery to year 13, with over 1800 children. Our secondary school is oversubscribed, with a waiting list for every year group. Our community is composed of supportive and committed families who buy into our vision and work with us to ensure their children achieve all they are capable of in the future.

We aspire for all our children to have the academic knowledge necessary to enable them to progress to university, for pupils to have a love of learning and curiosity about the world, and for them to be polite, well-mannered young people who take responsibility for their choices and drive their own destinies.

Ark John Keats is part of Ark Schools, a hugely successful network serving pupils from deprived communities. Our network shares a belief in our six pillars:

High expectations: Every adult who works at AJK believes in the limitless potential of all children.

Excellent teaching: Subject specialists plan lessons which make pupils work hard and think deeply about the subject, fostering their curiosity and love of learning.

Exemplary behaviour: The AJK community is one of politeness, gratitude and service, where pupils take responsibility for their choices and want to behave impeccably.

Depth for breadth: An academic curriculum, rich in powerful knowledge, opens up opportunities for our children for the rest of their lives.

Knowing every child: A culture of respect and kindness, combined with proactive work with families, leads to positive relationships which unlock learning capabilities.

Always learning: Our culture of continuous improvement is supported by a research-driven programme of development and a spirit of collaboration.

At Ark John Keats, we believe in rigour – our curriculum is full of challenge, and we know that our children are intellectually resilient and capable of learning lots in every subject no matter what their starting point.

We believe in exemplary behaviour – we have sky high standards and support all children to reach these, by focusing on developing pupils’ self-regulation, explicitly teaching pupils how to behave, and by working closely with families.

We believe in the limitless potential of all children – if children work hard, there are no limits to what they can achieve.

At Ark John Keats, you will be joining a committed team of professionals. You will benefit from support from our extensive operational central team, as well as thoughtful, bespoke training pertinent to your role. We have a no-email policy after 6pm or at weekends to safeguard work/life balance for our team, and a free gratitude breakfast for all staff on Fridays to share our appreciation for each other.

To apply please click [here](https://arkcareers.engageats.co.uk/Vacancies/W/1149/0/324492/19521/operations-manager?utm_source=external&utm_term=london-all-through-ark-john-keats-academy-operations-permanent-full-time&utm_content=operations-manager&utm_campaign=default-campaign&utm_medium=AtsViewLink) to submit your application by Wednesday 5th January at 9am. For further information, please contact [recruitment@arkjohnkeatsacademy.org](mailto:recruitment@arkjohnkeatsacademy.org).

**Job Description: Operations Manager**

Reporting to: **Principal or Vice Principal**

Location:**Ark John Keats Academy**

Contract:**Permanent**

Working Pattern: **Full Time**

Salary:**Ark Support Scale 11: Pay Points 34 - 41 £39,886 to £46,839 depending on experience**

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**The Role**

To provide the overall strategic and operational leadership and management for all aspects of Health and Safety, ICT, catering, administration, operations support and community usage in the academy.

To develop, lead and manage operational staff ensuring that the resources and systems of the academy are deployed effectively and efficiently to achieve the educational aims of the academy.

To work with Ark Central and other academies in the Ark network, to develop high quality systems and services throughout the network, offering support where required.

**Key Responsibilities**

**Leadership**

* Work closely with the Senior Leadership Team, contributing to strategic planning and decision making, leading staff training, task groups and student assemblies and attending Governing Body meetings
* Lead on the school’s operational requirements, including contract procurement, systems set-up, staff training and implementation of policies & procedures
* Work closely and liaise with the Ark HR, Finance and Premises to ensure that in-school processes, as applicable, are implemented and followed
* Advise and monitor the Academy’s operational budget, ensuring that spend is managed in line with approved budgets and input into termly forecast/budgeting process, analysing and reviewing strategic plans for Academy’s operational areas
* Support the Senior Leadership Team in developing the strategic approach for lettings and community links and lead on establishing links with the community in this regard
* Work with the Regional/Central Facilities Manager to project manage capital building projects, ensuring identifying appropriate funding sources, writing proposals for expenditure and delivery within scope, time and finance

**Managing People & Services**

* Manage Office, Reception, Premises, Catering and Cleaning staff to ensure they are motivated, have high levels of commitment and productivity and perform well in their roles
* Manage the catering and cleaning contracts and ensuring all aspects of the service level agreement are met
* Manage the service and contract/SLA delivery for IT, including ensuring IT assets are security marked and maintained through working closely with Ark Central IT

**School Operations**

* Achieve the most competitive pricing for goods and services for the academy, complying with current and relevant procurement legislation and Ark’s policies
* Ensure the academy is compliant with all the Ark policies, rules and procedures, including Fire and Health & Safety legislation, and ensuring the accurate maintenance of the Single Central Record
* Establish and maintain effective administration systems throughout the academy, including systems for monitoring and reporting on all operational functions
* Be responsible for the day-to-day management of health and safety within the academy, working with Ark’s central Head of Estates, ensuring that there is a Health and Safety Policy and an emergency plan in place, and reporting back regularly to the Principal and, when appropriate, Governing Body.

**Other**

* Actively promote the safety and welfare of our children and young people
* Ensure compliance with Ark’s data protection rules and procedures
* Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
* Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list, and you will be expected to carry out any other reasonable tasks as directed by your line manager.

**Person Specification: Operations Manager**

**Qualifications**

* Educated to degree level or equivalent
* Professional management qualification desirable

**Knowledge, Skills and Experience**

* Experience leading, coaching and motivating staff, ensuring professional development and effectively challenging and managing any underperformance
* Ability to manage budgets
* Able to work with a range of internal and external partners
* Knowledge and experience of managing procurement and contracts for services
* Confident in implementing procedures and processes within operational departments, and using Management Information Systems (MIS)
* Able to manage several projects at once, prioritising accordingly to meet deadlines
* Strong IT, systems, administrative and organizational skills
* Excellent written and oral communication skills.
* Understanding of relevant legislation, policies and procedures, and the ability to apply this understanding to real situations

**Behaviours**

* Genuine passion for and a belief in the potential of every pupil
* A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action.
* Belief that every student should have access to an excellent education regardless of background
* Professional outlook, detailed orientated and able to multitask and meet deadlines
* A team player that can work collaboratively as well as using own initiative
* Calm and professional under pressure
* Understanding of the importance of confidentiality and discretion
* Flexible attitude towards work and demonstrates sound judgement

**Other**

* Right to work in the UK
* Commitment to equality of opportunity and the safeguarding and welfare of all students
* Willingness to undertake training
* This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies.  In order to meet this responsibility, we follow a rigorous selection process. This process is outlined*[*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check*.