



Trust Operations Manager Application Pack

c/o Ambleside Academy,
Minver Crescent, Aspley
Nottingham, NG8 5PN



STRONGER TOGETHER



raising aspiration, transforming lives

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01. About Raleigh Learning Trust

Straightforward

Our Trust is founded on a straightforward moral imperative. We seek to support school improvement across our organisation in order to ensure that all learners within our Academies are in receipt of the best possible educational services that can be provided within the scope of our available resources. The majority of pupils that we work with will have experienced significant challenges during their time in education. Our purpose is to ensure that every child for whom we hold responsibility has access to the highest possible standards of teaching and learning, supported by strong staff teams equipped with outstanding resources. Our core aim will be to deliver remarkable and memorable learning experiences that the pupils will value and benefit from now, as they progress into lifelong learning, and the potential for a lifetime of fruitful employment.

Our vision

Our vision is to create the educational and social experiences that our pupils need to overcome any barriers to engagement and afford them the opportunity to become successful learners. We will promote our ambitions within a framework of a caring, supportive and structured environment. We will secure the circumstances within which our pupils will be helped to develop their individual potential for growth, enhance their self-worth and develop their capacity to demonstrate choice and responsibility in all aspects of their lives. Our Trust will secure the expectation of high-quality teaching and learning environments within which there are no limits to ambition.

01. About Raleigh Learning Trust

Core Leadership Support

The Trust sets its leadership bar high and with good reason. Our behaviours and attitudes will model the outstanding expectation we have for our pupils. As a family of schools we are committed to collaborative ways of working. To support this, Principals meet every four weeks, rotated across the Academy estate. These meetings are compulsory and offer the opportunity for the CEO to direct educational developments with the Education Group and coordinate strategic improvement planning and intervention from the Trust Development Leads.

Fortnightly visits from the CEO, set against an agreed agenda focused on improvements. Time is also allocated for the CEO to meet the Academy Council or pupils representatives on a half termly basis.

In addition to the above, support with harmonisation of policies and procedures across the Trust and ongoing email and telephone support is provided.

Fund Pooling Policy

Standing united makes us stronger and trustees unanimously agreed to develop a financial model that ensures all income works in the best interests of all academies. In a climate of economic uncertainty we hold the belief that we are stronger by tightening our belts as a single entity. If one child fails in any of our academies, we all fail. Reserves are reallocated following a formula agreed annually by Trustees in line with 2019 Finance Policy.

Central Trust Team

The Raleigh Learning Trust currently has a small centrally employed team. The members of the team are highly skilled and have all been in place since the early days of the Trust. The team currently consists of:

- Chief Finance Officer
- Finance Administrator
- Head of HR Administration
- PA to the Chief Executive Officer

All the academies use the same accounting system (PS Financials).

The Trust also outsources a range of other functions, including HR, Payroll, IT, Legal and accounting.



02. Our academies

The defining feature of the Raleigh Learning Trust is that it has sought to improve performance and outcomes across a broad estate of educational provision including Primary, Special (SEMH), Special (complex) PRUs and Alternative settings. The Trust has established a reputation relating to its highly effective practice in all of these areas which it is rightly proud of. The success of the children and the communities that we serve and the academies that we have developed is central to our work. Whilst the Trust has robust systems for accountability, each academy has their own distinctive ethos and preserving these unique characteristics is a commitment to every school when they convert and join the Trust.

The Trust is made up of 5 Academies.

Ambleside is our Primary Academy and became part of the Trust in February 2018. This is a much larger than average primary school located in one of the most deprived areas within the City of Nottingham. In its most recent OFSTED inspection it was judged to be inadequate. Subsequent section 8 inspections demonstrated improvements in standards in all areas of practice and the Academy is currently undergoing a robust programme of improvement under its newly appointed Principal.

Woodlands Academy is our complex needs special Academy. This is a high achieving Academy judged to be good at its last inspection and with every opportunity to become outstanding at its next.

Westbury Academy is our SEMH academy. Westbury has a long standing reputation for good practice which continues to be evident in its annual outcomes. The Academy has just had a new build which over the next two years will see significant additional places available for pupils within our locality.

Denewood Academy is our Key stage 2 – 3 PRU. This was judged to be inadequate in January 2015. Subsequent section 8 inspections evidenced significant improvements in practice and outcomes for all pupils. The Academy became part of the Trust in 2017.

Unity Academy is our Key Stage 4 provision for pupils currently excluded within the City of Nottingham. This is a much larger than average provision. It was judged to be requiring improvement at its last inspection and has shown year on year improvements in all aspects of its practice since then. Our current data sets demonstrates that the Academy provides outstanding opportunities for all of its learners as noted in 2018 Key Stage 4 outcomes.

03. Job Description



Trust Operations Manager

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 Principal will carry out. The post holder may be required to do other duties appropriate to the level of the role.

Purpose of the role:

The trust operations manager is responsible for managing the strategy and operation of the business functions of our developing trust, including, payroll, health and safety, human resources, compliance and administration.

As a member of each academy leadership team, they will advise on and implement the day-to-day support that enables each academy to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning.

03. Job Description

Job title: Trust Operations Manager

Salary: £37,849 – £41,675 point 35 - 39

Contract type: Full time / permanent

Reporting to: Chief Finance Officer (CFO)

Responsible for: Central administrative team (finance and human resource), academy administrative team's, central Estates Lead

Main purpose

The trust operations manager is responsible for managing the strategy and operation of the business functions of our developing trust, including, payroll, health and safety, human resources, compliance and administration.

As a member of each academy leadership team, they will advise on and implement the day-to-day support that enables each academy to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning.

Duties and responsibilities

Leadership and strategy

- Be responsible for the line-management of administrative support staff across the trust, including carrying out long-term resource planning and managing recruitment, appraisal and professional development
- As a member of the trust senior leadership team, attend all academy leadership team meetings and report to trustee committees where appropriate
- Implement academy-wide changes and allocate resources in line with the trust growth and ambition plan key performance indicators, putting policies and procedures in place and communicating them to staff
- Take all decisions in line with the vision and values of the trust, and encourage others to do the same
- Implement a marketing plan for the trust, which utilises trust/academy website, signage, the prospectus, and communications with current and prospective parents and ensure these sites maintain statutory compliance
- Monitor developments in technology and consider how it can be used to enhance business processes, teaching and learning, and staff wellbeing

Financial management and fundraising

- Input into the setting of the annual budgets and resource allocation
- Develop and implement the school's fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan
- Find and apply for grants
- Ensure staff are suitably trained and following financial policy and procedures
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
- Manage the school's lettings offer
- Establishing and maintaining the central contracts register

Human resources

- Manage the payroll provision with the payroll provider
- Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law and trust policies
- Advise on HR issues within school and liaise with the external HR provider
- Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency
- Take accountability for the effective use of management information systems, i.e. Staff Absence Management (SAM)

Health and safety

- With each Principal and Estates Lead, supervise the maintenance of each academy site
- Manage compliance with health and safety regulations, and put in place processes and procedures to ensure the safety of all in the school
- Organise health and safety training for staff

Compliance

- Manage compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
- Track all trust policies and ensure they are updated in accordance with the policy review schedule
- Monitor and update the risk register

Administration

- Keep records in accordance with the record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Provide administrative support for the trust
- Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law

The trust operations manager will be required to safeguard and promote the welfare of children and young people, and follow trust policies and the staff code of conduct.

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



04. Person specification

Trust Operations Manager

Criteria	Desirable Qualities
Qualifications and training	<ul style="list-style-type: none">- A degree - ideally in human resource, business management or a related discipline- A school business management qualification, i.e. such as the level 4 diploma in school business management
Experience	<ul style="list-style-type: none">- Successful leadership and management experience in a school, or in a relevant field outside education- Involvement in self-evaluation and improvement planning- Line management experience- Experience of change management- Contributing to staff development
Skills and knowledge	<ul style="list-style-type: none">- Good knowledge of financial management- Excellent attention to detail- Previous use of information management systems- Good knowledge of marketing and fundraising activities- Effective communication and interpersonal skills- Ability to communicate a vision and inspire others- Ability to build effective working relationships with staff and other stakeholders- Ability to work across multiple sites
Personal Qualities	<ul style="list-style-type: none">- Commitment to promoting the ethos and values of the trust and getting the best outcomes for all pupils- Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the trust- Ability to work under pressure and priorities effectively- Commitment to maintaining confidentiality at all times- Commitment to safeguarding and equality



05. How to apply

**Raleigh Learning Trust,
c/o Ambleside Academy, Minver Crescent,
Nottingham, NG8 5PN**

Status:

Full-time and permanent

Salary:

£37,849 - £41,675 Point 35 - 39

Closing date:

Wednesday 11th March 2020 at 5 p.m.

Interviews:

Week commencing 16th March 2020

Start date:

Summer term 2020

Informal Discussion:

If you wish to arrange an informal discussion about the role with the CEO, please contact Claire Beardsall, PA to the CEO on 0115 8550103.

Visits to the Trust:

Candidates are encouraged to visit the Trust. Please contact Claire Beardsall to make an appointment.

T: 0115 8550103

E: claire.beardsall@raleighlearningtrust.co.uk

Applying:

Covering statements should be no more than three sides of A4 and should aim to highlight your experience and skills against the job description and job specification. Please apply via TES or by sending your application form and covering statement to claire.beardsall@raleighlearningtrust.co.uk