



**RAINHILL
HIGH SCHOOL**



RainhillSixth

CANDIDATE

RECRUITMENT PACK

OPERATIONS MANAGER



LEARN THINK CONTRIBUTE CARE



LFC ACADEMY
EDUCATION
CENTRE
LFC WOMEN



Artsmark
Platinum Award
Awarded by Arts
Council Eng and



WELCOME FROM THE PRINCIPAL



Thank you for your interest in Rainhill High School. I hope you find this information pack helpful. If you would like to know more about us before you apply please see our website rainhillhighschool.org.uk or alternatively contact jobs@rainhillhigh.org.uk

Our school has a long and strong record of academic success, the highest of which was in 2022. The destinations that our students move onto are strong. Our continued focus is on raising the aspirations, achievements and confidence of all our students to ensure they have the best life chances; that all of our students leave us ready to take on the world with conviction and self-assurance. We make no apologies for having the highest expectations of all our students.

Our curriculum is ambitious. Students are expected to work hard, and this is complemented by our excellent pastoral care, support and guidance. You will find the staff here are determined to support academic achievement but also provide a wide range of enrichment and extra-curricular activities both within and beyond the classroom, ranging from trips to New York to football teams in school; all of which are important in building the confidence, resilience and experiences of every child.

Our school's mission is 'In Pursuit of Excellence' in everything that we do and our core values; Learn, Think, Contribute, Care, embody our determination to ensure that all our students receive a first-class education that enables them to take their place in society with confidence. We are a popular and high achieving school on the edge of Merseyside with a very strong reputation locally and significantly oversubscribed.

I am very proud of the continued success of Rainhill High School.

Mrs J Thorogood
Principal

OPERATIONS MANAGER

Role Overview

DIRECTLY RESPONSIBLE TO:

Chief Finance and Operations Officer

COMMENCING:

As soon as possible

CLOSING DATE:

9am
Friday 22nd March 2024

INTERVIEW DATE:

Wednesday 27th March 2024

Prospective candidates can visit the school and tour the site on Monday 18th March 2024 at 4pm by prior appointment by calling 01744 677205

Please return application forms to

jobs@rainhillhigh.org.uk

We are seeking to successfully appoint an Operations Manager who is able to lead a number of different teams and ensure that the school runs effectively and efficiently.

The role demands strong organisational and people management skills and an ability to prioritise and manage the workload of yourself and others in your teams.

The Operations Manager is one of the most senior support staff professionals and will be directly responsible for health and safety, premises, lettings, IT and catering. They will line manage the Site Manager, Data Manager, Facilities, Cover Manager, Lettings Manager, Marketing and Reprographics Manager and external contracts including catering, cleaning and waste management

Reporting to the Chief Finance and Operations Officer, the successful candidate will work in collaboration with the Principal and Senior team to ensure that the school runs smoothly and is a high-quality environment to learn and work in and will be accountable in managing all aspects of all the resources in these areas, from the people, diverse projects, the preparation of management information and monitoring of performance against targets.

The successful candidate must have excellent interpersonal and leadership skills, as well as the ability to maintain a sense of calm in a busy school environment.

We are looking for someone with;

- Management and leadership experience, preferably within a school setting
- experience of estate/operations management, including health and safety
- experience of planning and managing multiple projects successfully
- The ability to inspire confidence and think creatively.
- A commitment to always place our children at the centre of decision making.

We welcome applications from people within and beyond the education sector. If you would like to find out more about Stephenson Multi Academy Trust and the role, please contact Loraine Potter to arrange a visit. If you feel this is the role for you, please see the full job description and employee specification in the Applicant Information pack and by visiting our [website](#)



“Staff felt that leaders are supportive of their well-being and cognisant of their workload”
OFSTED

***“When I started I thought the school was massive and that I would get lost every day
but you soon find your way, I really enjoy it here”***

Year 7 student

***“I go to Zoology club to learn about animals and how to look after them.
The school has loads of opportunities for you to get involved in”***

Year 8 student

***“My teachers are all really helpful,
if you get stuck they help you to understand”***

Year 9 student

“Leaders follow up on any concerns quickly and effectively”
OFSTED



JOB DESCRIPTION



Post	Operations Manager
Grade	NJC SCP 36-38 £44,428 - £46,464
Contract	Full Year 37 hrs per week
Responsible to	Chief Finance and Operations Officer

PURPOSE

The School Operations Manager will have strong organisational, communication and people management skills, prioritising and managing their own workload and that of their teams. The School Operations Manager will use their excellent interpersonal skills to maintain a calm and professional manner in the face of many ever-changing demands across the school.

Promoting the highest standards of business ethos, the post holder will oversee the strategic vision for the effective implementation of management processes which optimise the effective use of resources, systems and structures, to enable the delivery of the school's core purpose of Teaching and Learning.

Reporting to the Chief Finance and Operations Officer and being a senior support staff member, will ensure the smooth running of the site and support high quality education for all.

ESTATES MANAGEMENT

- To undertake the management of any external contracts
- To be responsible for the overall maintenance and cleanliness of the academy's site and buildings
- To overview the establishment and maintenance of a premises development plan that prioritises work required and estimates costs
- To the preparation of an annual maintenance plan and relating and to have overall responsibility for the efficient operation of all facilities on the premises
- In conjunction with SLT, to ensure that effective evacuation and search procedures are in place, and to be involved in their execution as required
- To be responsible for the overall security of the academy site and all aspects related to this
- To ensure, in conjunction with relevant staff and members of SLT, the responsibility for Health and Safety, ensuring that all Health and Safety risk assessments, systems, policies and procedures are in place
- To encourage the investigation and implementation wherever possible of ecologically friendly solutions
- To provide effective, timely and up to date accurate advice on relevant policies, procedures and regulations
- Ensure all statutory compliance checks are undertaken and required maintenance check records are maintained at all times

HEALTH & SAFETY

Establishing and maintaining a proactive Health and Safety provision across the academy, including designation as the 'Responsible Person'.

- In conjunction with relevant staff and members of the Senior Leadership Team, to ensure that all Health and Safety risk assessments, systems, policies and procedures are in place
- Continuously improve the Health, Safety and Environment
- Monitor, co-ordinate and help to ensure compliance with all Health and Safety requirements. Ensure all necessary documentation and records are in place
- Advise and support staff and students on Health and Safety requirements and how to best implement them. Respond to requests and queries in order to assist and facilitate operations. Wherever Health and Safety problems are identified, propose, initiate and setup viable solutions informing those responsible
- Monitor and manage the synergy inbox for maintenance and repairs and action accordingly
- Co-ordinate and lead a programme of workplace inspections and local audits. Ensure that prompt action is taken to remedy faults or deficiencies, as appropriate
- Be responsible where required RIDDOR reporting ensuring compliance to regulatory timeframe
- In conjunction with the Chief Finance and Operations Officer, proactively manage and coordinate a programme of routine scheduled maintenance and testing of equipment subject to statutory regulations. All records are to maintained accordingly
- Ensure that accidents and near misses are reported promptly and investigated in accordance with Trust procedures. Ensure the necessary follow-up actions are implemented and the Principal is kept briefed. Provide incident performance information, including trend analyses, to help drive awareness and improvement
- Oversee the development, co-ordination and upkeep of the risk assessment system. Assist staff with the development and review of assessments
- Disseminate and receive information on Health, Safety and Environment matters within the Trust via effective communication channels providing advice and support where appropriate

- Maintain the knowledge and experience required for this role through the necessary continuing professional development. Keep up-to-date on changes to Health, Safety and Environment requirements and share best practice
- Co-ordination and maintenance of the Fire Evacuation, Lock Down and Emergency Evacuation procedures
- To undertake first aid training, coordinate first aid provision and monitoring throughout the school and ensure full compliance with the administration of medicines policy
- To provide effective, timely and up to date accurate advice on relevant policies, procedures and regulations

IT

- Act as point of contact for IT outside of central IT services remit
- Liaise with site based IT team to produce and co-ordinate refresh plan

CATERING

- Act as point of contact for external catering provider
- Liaise with the catering team on site to ensure the smooth day to day running of a high-quality catering provision and service

LETTINGS

- To line manage personnel who deliver a lettings provision across the school
- Identify opportunities to promote lettings including marketing and developing opportunities for income generation
- Support the Lettings Manager to complete any funding bids to external bodies, for the development of Community facilities
- The highly effective management of the school's lettings so that they are well promoted, used, maintained and associated income

SITE MANAGER

- To line manage personnel who deliver all aspects of site provision across the school

COVER MANAGER

- To line manage personnel who co-ordinate cover supervision across the school
- To ensure that the costs of cover are minimised and give best value for money

DATA MANAGER

- To line manage personnel who coordinate school administrative duties including pupil records, examination processes & invigilation (where appropriate), data analysis and pupil admissions, as part of the agreed system for the school

MARKETING AND REPROGRAPHICS

- To ensure that there is a co-ordinated and highly professional marketing and promotional function at the Trust
- To line manage personnel who plan, design and review marketing and promotional materials (hard copy and digital)
- Liaise with the marketing team to ensure timely, high quality materials and a digital presence that promote the school and celebrate its many successes
- To line manage personnel to ensure that high quality, timely reprographics are produced in line with budgets and any agreed internal and external standards
- To line manage personnel to ensure that sound and lighting for any event, performance or letting is of the highest quality, well planned and supports school staff effectively

PEOPLE AND INFRASTRUCTURE

- Manage, motivate and support the development of staff within the team in order to secure efficient performance of duties.
- Monitor and maintain the budgets for the teams to ensure that requirements are met within the assigned budgets
- Support the principal and staff in the development of an effective business within the academy. Assist in the development, implementation and management of business planning across the academy
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support

PERSONAL AND PROFESSIONAL CONDUCT

All staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout the member of staff's career.

- Staff uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
- Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a member of staff's professional position, having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- Showing tolerance of and respect for the rights of others
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs

- Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Staff must have proper and professional regard for the ethos, policies and practices of the school in which they work and maintain high standards in their own attendance and punctuality.
- Staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

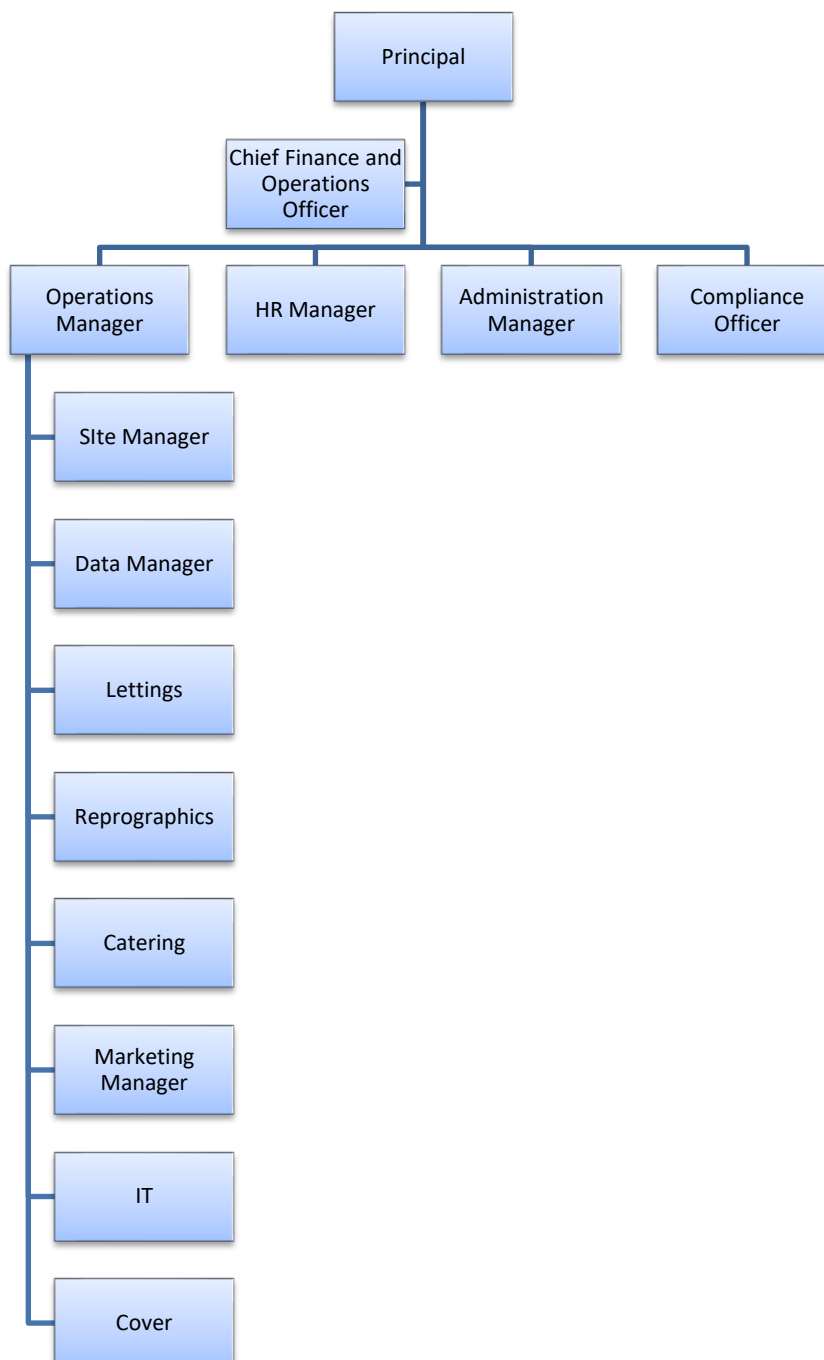
REWARDS AND BENEFITS

- **Salary NJC 36-38 £44,428 - £46, 464 Full Year**
- Local Government pension scheme
- Excellent opportunities for continuous professional development and support to develop your career
- Annual leave entitlement

SAFEGUARDING

Stephenson MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

LINE MANAGEMENT RESPONSIBILITIES



PERSON SPECIFICATION



RAINHILL
HIGH SCHOOL

Criteria	E/D	A/I
QUALIFICATIONS		
GCSE or equivalent, Level 4 or above, in English and Maths.	E	A
IOSH	E	A
NEBOSH	D	A
Level 5/6 Management qualification and/or evidence of relevant continuous professional development.	E	A
Evidence of ongoing professional development in relation to leadership.	D	A/I
EXPERIENCE		
Evidence of effective leadership and line-management of staff	E	A/I
Experience of working accurately and to demanding deadlines	E	I/T/P
Evidence of business or administrative management experience to support the day-to-day operation of an establishment / company within financial constraints	E	A/I/P
Experience of managing expenditure and generating income / sponsorship opportunities	E	A/I
Experience of developing others and addressing underperformance	E	A/I
Experience of successfully prioritising workloads of self and others	E	I
Evidence of effective leadership and line-management of staff	E	A/I
Experience of working accurately and to demanding deadlines	E	A/I
KNOWLEDGE		
Full working knowledge of relevant polices/codes of practice/ legislation	E	I
Effective use of specialist ICT packages in information management	E	A
Understanding of best practice	E	I
Use of relevant equipment/resources	E	I
SKILLS & ABILITIES		
Organise, lead and motivate other staff	E	A/I
Well organised and methodical with a high attention to detail	E	A/I
The ability to plan and organise meetings	E	A/I
Work constructively as part of a team, understanding school roles & responsibilities and your own position within these	E	A/I
Is a champion for the community	E	A/I
Able to gain respect of the school and wider community. Has energy, enthusiasm and optimism.	E	A/I
Ability to identify own training & development needs & cooperate with means to address these	E	A/I
Presentation skills	E	A/I/P

E = Essential requirement of the role A = Assessed via the application form D = Desirable requirement of the role I = Assessed at Interview
P = Presentation T = Practical task

HOW TO APPLY



If you wish to discover more about this exciting opportunity, need any further information or you would like to have an informal discussion, please contact Loraine Potter at Stephenson MAT, loraine.potter@rainhillhigh.org.uk or by phone on 01744 677205.

Please email your application to: jobs@rainhillhigh.org.uk

Site Tour: 4pm, 18th March 2024

Closing date: 9am, Friday 22nd March 2024

Shortlisting: Monday, 25th March 2024

Interviews: Wednesday, 27th March 2024

OUR PARTNERS



Founded in 2015 by former Liverpool and England striker, Robbie Fowler, The Fowler Academy's results are impressive. Receiving glowing reports from OFSTED and Pearson qualifications, The Fowler Academy were awarded 'Most Inspirational Post 16 Provider' in 2019's Educate Awards and were shortlisted in the 2021 TES Awards, as best national provider and have recently moved to their new home, the former first team training ground for Liverpool FC, Melwood. Partnerships with the LFC Foundation and Rainhill, The Fowler Academy's blended offer of football and post 16 education is both exciting and innovative, ensuring excellent outcomes for students.



GUIDANCE FOR COMPLETING YOUR APPLICATION FORM

Your application form should be submitted to the school by email to the school's job vacancies email address provided, or by hard copy to the school postal address. Your application consists of two parts; the application form and the optional Equal Opportunities form.

Your application form will be used to measure you against the essential criteria as identified on the person specification. This is your opportunity to sell your skills, abilities and experience. It is important that you read the job description and person specification carefully and ensure that your application is tailored to the role you are applying for. You may also wish to submit a covering letter outlining how your career to date has prepared you for the post.

Take time to check your application form to ensure that you have completed all sections. Also check for any spelling and grammatical mistakes.

The Equal Opportunities form will be used to assist in monitoring the effects of the school's equal opportunities policy in recruitment and selection and will help us to develop and improve.

If you are applying for a post that includes working with children or vulnerable adults, please include the date that you left secondary education. We may contact any of your previous employers to confirm information provided in your application.

Section 6: This is your opportunity to demonstrate to the shortlisting panel how you meet the essential criteria of the person specification. Use specific examples and evidence of your skills, abilities and experience to demonstrate how you meet the criteria.

Section 7: Please provide details of two referees, one of whom must be your current or most recent employer. Referees cannot be relatives or people writing solely in the capacity of friends. If you are applying for a post which involves working with children or vulnerable adults and you are not currently working with children or vulnerable adults, but have done so in the past, please provide details of the most recent employer of this type of employment.

Section 14: In line with the statutory guidance document Keeping Children Safe in Education (2023) the trust will conduct online searches after the shortlisting process for any candidates who accept an invitation to interview.

You are required to sign the form to confirm that the information you have provided is accurate and true. Providing false or misleading information could result in your application being rejected, a conditional offer being withdrawn or lead to disciplinary proceedings which may result in dismissal. If you send your application by email, it will be deemed that you have signed the declaration. You will be required to sign a copy of your application form if you are invited for interview or if you are offered the post subject to further checks.

Application forms should be returned to jobs@rainhillhigh.org.uk

Please note it is our policy to retain all application forms for unsuccessful applicants for a period of six months, after which time they are securely destroyed.

[Click here for the Non-Teaching Application Form](#)

