

# MARLOW EDUCATION TRUST

DIRECTOR OF  
OPERATIONS



# MARLOW EDUCATION TRUST

## Welcome to the Marlow Education Trust

The Marlow Education Trust (MET) is a Multi-Academy Trust that believes all children and young people deserve to have an excellent well-rounded education and to flourish in first rate schools. The Trust was founded to support education in schools in the local community in and around Marlow, Buckinghamshire. The Trust currently comprises two schools: Sir William Borlase's Grammar School and Beechview Academy. In line with our vision, we are currently in talks with the Regional Schools Director about expanding the Trust and we are in detailed talks with another local secondary.

There are expectations of being an 8 school MAT within 3 to 5 years. The Marlow Education Trust is currently based within Sir William Borlase's Grammar School, this is a co-educational grammar school in the centre of Marlow, Buckinghamshire which was founded in 1624 on the same site we occupy today, The brick and flint Cloisters, clock tower and Chapel of Borlase share a street with Mary Shelley's cottage where she wrote Frankenstein, TS Eliot's house and the original site of the Royal Military College now at Sandhurst. Beechview Academy is a Junior School serving the Marsh and Micklefield areas of east High Wycombe.

## Our vision

The Vision of the Marlow Education Trust is to bring together a community of schools from within Marlow and the surrounding area who will work together to deliver the best Educational outcomes for each pupil, whatever their ability, background or needs.

These schools will have shared values and share an essential common ethos and vision for education and learning, as encapsulated in our values.

These values drive our behaviour, decision making and ambitions and our schools will be where adults want to work; where parents want their child to attend and where each pupil can grow in confidence and self-esteem..

## Our values

The core values of the Trust are:

- quality relationships based on trust and respect
- commitment to the individual
- commitment by all to being the best that they can be
- commitment to being open and willing to share with others and to learn from them

Further details of our vision and values, along with additional information about our existing schools and our current central team, can be found on our website [www.marlowet.org](http://www.marlowet.org)



# WORKING FOR THE MARLOW EDUCATION TRUST

## A professional community

In joining the staff of the Marlow Education Trust, you would become part of a professional community dedicated to improvement. We invest heavily in staff professional development for teaching and non-teaching staff, but we believe that in a high-performing culture such as ours, the most effective professional growth comes through learning from others in the community and becoming more adept at self-regulated improvement.



## A commitment to wellbeing

We are committed to providing an outstanding, supportive work environment for all staff within the Trust.

The MET staff, along with those of its member schools operates as a friendly, sociable team and there are regular trips to theatre productions and sporting events.



## Staff benefits

- The children of members of staff are given priority in the Sir William Borlase's Grammar School admissions process. Please see the school's admissions policy for more details
- Cycle to Work Scheme
- Local Government Pension Scheme
- Access to an onsite gym
- Access to a dedicated Employee Assistance Programme



## Director of Operations

# THE ROLE

*Department: Central Trust Team and Great Marlow School*

*Salary Range: Competitive, Full Time - 37 hours per week, 52 weeks per year*

*Reporting to: CEO of Marlow Education Trust and Executive Headteacher at Great Marlow School*

*Responsible for: School's within the Trust and Great Marlow School*

*Liasing with: CEO, Trustees, Headteachers, Executive Leadership Team, Governors, Teaching and Support Staff, Outside Agencies and the Trust's Central Team*

*Required as soon as possible*

## Job Purpose

- To develop and implement the Trust's Operations Strategy, providing high impact services across the Trust with a focus on efficiency and quality.
- To be accountable for the operational functions of the Trust, ensuring efficiency, compliance, and strategic alignment to the Trust's strategic goals.
- Provide leadership of strategic planning, governance, estates and facilities management, health and safety, ICT services, data protection, compliance, risk management, procurement, policy and contract management.
- To act as Company Secretary for the Trust and all subsidiaries.
- To lead and manage the Health and Safety provision across the Trust
- To develop, implement and monitor the Trust's sustainability plan in line with statutory requirements and regulatory body expectations.
- To lead and manage Trust wide initiatives, operating across the Trust to bring teams together to deliver programmes of change and development, on time and within budget.
- Co-develop clear, legally compliant and institutionally appropriate policies within a policy framework relevant to the setting, ensuring relevant consultation and governance, working closely with the Clerk to the Trust Board and the Clerk to the Local Governing Bodies
- Advise stakeholders on risk, costs and implications of decisions.
- To develop and deliver the Trusts Estate and Facilities Strategy incorporating and commissioning periodic conditions' surveys of all school sites, and oversee the implementation of capital allocation funding.
- The role is responsible for the Marlow Education Trust (MAT) and Great Marlow School (SAT) with whom the Trust partners.
- Be an active member of the Executive Leadership Team.
- For a detailed Job Description and Person Specification please click on the link [here](#);



# HOW TO APPLY

If you have any queries or if you would like to discuss your situation with us first, please contact Anna Summerfield, HR Director at [asummerfield@marlowet.org](mailto:asummerfield@marlowet.org)

To apply you will need to complete the application form which can be found on our website <https://www.marlowet.org/vacancies>

Along with the completed application form, you should include your CV and a supporting statement or covering letter which outlines your experience in relation to the job description and person specification. All applications will be acknowledged. Applications should be submitted via email and sent to Anna Summerfield, HR Director at [asummerfield@marlowet.org](mailto:asummerfield@marlowet.org)

**Closing dates for applications is 9am Tuesday 25th June 2024**

Early applications are welcomed and we reserve the right to interview and appoint prior to the stated closing date.

We recognise the value of a diverse and inclusive workplace and are committed to equality of opportunity for all staff and job applicants. We aim to ensure that our staffing at all levels and in all roles is diverse and we welcome applications from all backgrounds and all sections of the community.

The Marlow Education Trust is fully committed to the DfE guidance on Safeguarding Children and Safer Recruitment in Education and all candidates for the post will therefore be subject to vetting procedures following Buckinghamshire Council's guidance and the Trust's Safer Recruitment Policy. All shortlisted candidates will be subject to an online search as part of the safer recruitment process.

