



Clarendon
Academy



Operations Manager

Clarendon Academy



Proud to be part of

Acorn
Education Trust

Welcome from **Rob Price**

Acorn Education Trust CEO

Thank you for your interest in one of our vacancies; I hope the information enclosed in this pack inspires you to apply.

Acorn Education Trust was established in 2014. We now serve 23 settings: 17 Primary Schools, 4 Secondary Schools, and 2 Nurseries.

Our Trust has a family feel to it. Our vision is to 'prepare young people for their world in their time' and this sits at the heart of all we do. We aim to transform lives through education, and we strive every day to achieve that through strong, supportive leadership and a keen focus on teaching and learning.

Our Acorn Values:

- A** Active and visible leadership
- C** Care, support and challenge
- O** Opportunities for all
- R** Readiness to reach out
- N** Needs of all are paramount

In Acorn, we are proud to say that every Headteacher can focus on leading teaching and learning in their school. Our Central Services manage the business element of the Trust which allows us to share resources, improve IT and estates infrastructure, and invest in school-to-school support. This allows the Headteacher and staff more time to devote to those who really matter: the children.

Whatever role you are applying for, whether in one of our schools or as part of the central team, we hope you can align with our vision and values, have the determination to succeed, and are up for a challenge. In turn, we will provide you with a comprehensive and supportive induction programme, professional development, and a career with Acorn. As well as a great deal of fun.

We hope this information pack provides you with a flavour of working within our Trust and we eagerly look forward to receiving your application.





About Clarendon Academy

Respect, determination and excellence

Clarendon Academy is a thriving co-educational, non-denominational secondary school and sixth form, educating young people between the ages of 11 and 18 years. Located in the bustling town of Trowbridge, Wiltshire, our school has a strong reputation in the local community, and beyond, for being a school with high standards of teaching and learning.

We pride ourselves on being a centre of excellence and a place where young, enthusiastic children enter in Year 7 and leave us at the end of Year 13 as fully rounded young adults. Our staff aim for every lesson, every day, to be exceptional. To support this, we ensure that all staff receive regular training so they can continue to develop their craft. Our curriculum is enhanced by the strong pastoral support offered by all staff. We care deeply about our students and work tirelessly to ensure they feel that they belong and can achieve their dreams.

In June 2023 we retained our 'Good' Ofsted rating and were praised for our high-quality, well sequenced curriculum and for our staff, who not only have good subject knowledge but also know our pupils exceptionally well.

In 2018 we joined Acorn Education Trust, which has provided exciting opportunities to improve local education and draw on collective experience. We work closely with other schools within the Trust and the central team to help us continue to grow from strength to strength.

We look forward to welcoming you to our school.

Louise Hamilton
Acorn Director of Secondary Education

For more information, please visit our website: www.clarendonacademy.com

Job Description

Job Title	Operations Manager
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Reporting to	Headteacher / Senior Leadership Team
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Main Purpose

The Operations Manager is responsible for providing a comprehensive service to support the successful day-to-day operations of our school business. They will oversee all school administrative operations, manage school administration, communications, HR and data to ensure the smooth running of our school. They will also work with our Senior Leadership team, as required, to improve operational efficiency.

Duties and Responsibilities

Main Tasks

- Running the day to day operations of the school business
- Enabling the business to become more productive by providing effective methods to improve the school's operations
- Overseeing of Administration, Communications, HR (including business staff appraisals) and Data
- Conducting team meetings
- Ensuring that procedures and policies are implemented and adhered to in the workplace
- Providing customer service to the school's stakeholders
- Representing the school at meetings and functions
- Handling issues within the workplace e.g. risk management, customer dissatisfaction and employee problems to ensure the smooth running of the school
- Recruiting and training business staff
- Evaluating employee performance and resolving any issues of concern
- Providing direction for employees on some tasks and creating work schedules, as required
- Line managing staff within the business team
- Managing the school's MIS, including school and workforce census
- Organising events
- Working with the Senior Leadership Team to improve operational efficiency e.g. providing staff cover

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Job Description Continued

Duties and Responsibilities cont.

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside trust/school
- Have proper and professional regard for the ethos, policies and practices of the trust/school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Management of staff and resources

- Direct and supervise staff
- Maintain good lines of communication with staff and co-operate with all other disciplines in the school

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

Professional Development

- Take part in the trust/school's appraisal procedures
- Take part in further training and development
- Take part in the appraisal and professional development of others, where appropriate

Other Areas of Responsibility

- Read and follow the relevant school policies
- Undertake training required to develop in the role
- Ensure all duties and responsibilities are undertaken in line with the school's health and safety policy
- Contribute to the safety of children and young people and protect them from harm

Other duties

- All Multi-Academy personnel are periodically expected to carry out tasks and duties within their area of competence not listed herein, as directed, to meet the needs of the business. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Person Specification

Criteria	Essential
Qualifications and Training	<ul style="list-style-type: none"> • GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths
Experience	<ul style="list-style-type: none"> • Experience in operational management or administration, preferably within an education setting (advantageous) • Leading a team • HR experience (desirable but not essential) • Experience in customer service with a range of stakeholders, dealing with face-to-face and telephone interactions
Skills and Knowledge	<ul style="list-style-type: none"> • Excellent oral and written communications skills • Outstanding interpersonal skills • Strong leadership and organisational skills • Ability to problem solve and respond quickly and effectively to issues that arise • Ability to plan, organise and prioritise to meet deadlines • Ability to lead a team, use own initiative and take action accordingly • Solid ICT and secretarial skills with the ability to use IT packages including word processing, spreadsheets and presentation software – knowledge of SIMs would be advantageous • Ability to build good working relationships with colleagues • Ability to liaise effectively with a variety of pupils, staff, parents, stakeholders and outside agencies • Understanding of data protection and confidentiality • Understanding of safeguarding • Ability to work under pressure and remain calm and authoritative in a busy environment

The Operations Manager will be required to follow school policies and the staff code of conduct.

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 successful applicant will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Support for **Our Staff**

Whether your role is in a school or the central team, you will be part of a caring team that will provide you with the support and challenge needed to fulfil your role effectively.

Continued Professional Development (CPD)

- A comprehensive induction programme for all new staff (across all roles), that includes mentor and peer support
- Statutory training on safeguarding, health & safety and GDPR
- Access to over 2,500 world-leading courses, webinars and resources via the National College online training platform
- Support for Early Career Teachers (ECTs)
- Role specific training for Designated Safeguarding Leads (DSLs) and Special Educational Needs and Disability (SEND) roles
- School based training, including mentoring and coaching from senior leaders within school and across the wider Trust; Cross phase and school to school support
- Subject communities, across primary and secondary level, to share good practice across the Trust
- Opportunities to role shadow
- Apprenticeships available at various levels across the Trust for multiple roles, including Teaching, Teaching Assistants, Nursery and IT Technicians

Health and Wellbeing

- A strong culture of wellbeing across all schools and the central team
- Family friendly policies, including comprehensive flexible working policy, adoption leave policy, maternity and paternity (including shared parental leave) policies and staff wellbeing policy
- Access to [Care First](#), an employee assistance programme which provides confidential support on health and wellbeing, relationships, money issues, bereavement and loss, stress, anxiety and depression and much more

Pensions

- Teacher pension
- Local government pension
- Nest pension

Staff wellbeing is very important at Acorn Education Trust. We are consistently looking for new ways to improve our offering, and, regularly collect feedback at all levels to check in with our staff and ensure they feel supported in their role.

How to Apply

If you would like more information about this role, please contact the school office via email at aes@clarendonacademy.com or by phone on 01225 762686.

To Apply

Please visit our [Acorn careers page](#) to complete an application form.

Shortlisted candidates will be invited for a one-day interview

Clarendon Academy, Frome Road, Trowbridge, BA14 0DJ

01225 762686

general@clarendonacademy.com

Clarendon Academy as part of the Acorn Education Trust, is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in obtaining this post you will be subject to a Disclosure from the Disclosure and Barring Service and health screening. We are an equal opportunities employer. As part of our safer recruitment processes, if you are shortlisted for the post, we will carry out a social media account search.

Applicant Information Pack



Clarendon
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**Thank you for
taking the time to
read our applicant
information pack.**



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