



# OAKGROVE SCHOOL

*A member of the Kingsbridge Educational Trust*

Chair of Governors: Daniel Hewett BSc; ARCS; MInstP; MBA; MCIM



May 2021

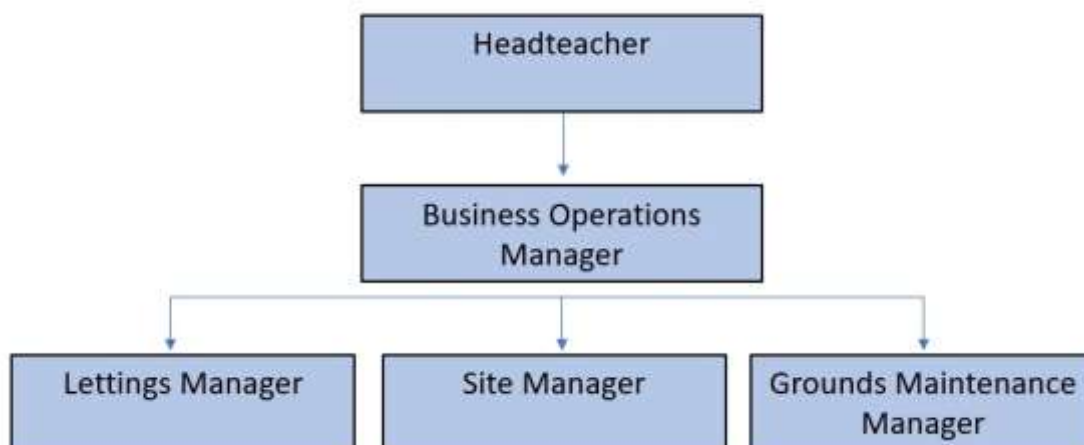
Dear Candidate,

Thank you for considering applying for the role of Business Operations Manager/Head of Estates at Oakgrove School, Milton Keynes. Oakgrove is large, very successful and highly oversubscribed 'All-through' school that opened in 2005 and has continued to expand significantly over the last 15 years. The school now occupies a split site and educates over 2245 students and employs over 270 staff. Since September 2018, the day-to-day operation and management of the estate and the associate staff has fallen to the Headteacher and various members of the Senior Leadership Team (SLT). At present, the Headteacher is the direct line manager for the Site Manager, Lettings Manager, the Grounds Maintenance Manager and their respective teams. We are looking for the right candidate to take on the day to day management and strategic leadership of this area of the school, providing capacity for the Headteacher and their team to focus on the quality of education and outcomes. This is a very exciting opportunity to demonstrate impact and to help shape the vision for the school moving forward.

Oakgrove is now at a critical stage in its history and evolution and needs both strategic leadership and long-term planning. As well as the overall running of the school estate and associated finances, there are several exciting developments on the horizon. These include the school potentially getting full access and control of the leisure centre that forms part of the school building footprint and deciding how this area is best utilised as part of a wider strategic plan. As part of this we are looking for someone to oversee the refurbishment of the Multi Use Games Areas (MUGA's) and investigate funding streams and income generation. In addition, we are exploring the termination of our external cleaning contract ready for 'in-house' cleaning provision and linking this to the changing needs of the school over the next 3 to 5 years.

The role of Business Operations Manager/Head of Estates will include membership of the schools SLT and will involve reporting to the Local Governing Body and, at times, our Trust. Candidates will need the right balance of formal qualifications, leadership experience with impact, organisational skills, record keeping and excellent IT and presentation skills. Candidates will need to be skilled in the management of school staff and create a clear and purposeful team ethos with demonstratable outcomes and value for money. It is anticipated that the successful candidate will be able to demonstrate significance efficiency and financial savings within 6 months of their appointment. All the work and vision from the Business Operations Manager/Head of Estates will be supported by the SLT and the Headteacher.

## Proposed Management Structure



**Secondary Address:**  
Venturer Gate, Middleton  
Milton Keynes, MK10 9JQ  
**Email:** oakgrove@oakgrove.school

**Headteacher (All-through):** Ian Tett BSc; C.Geog; PQSI; NPQH  
**Senior Deputy Headteacher:** Nicola Irwin-Morris BSc; PQSI; NPQH  
**Headteacher (Primary and Nursery):** Mark Sim BA; PGCE; MBA  
**Deputy Headteacher:** Ian Boon BEd  
**Web:** www.oakgrove.school | **Tel:** 01908 545300

**Primary Address:**  
Atlas Way, Oakgrove  
Milton Keynes, MK10 9SG  
**Email:** primary@oakgrove.school



Thank you for considering the role of Business Operations Manager/Head of Estates at Oakgrove School. I am happy to have video conference calls, telephone call or arrange tours of the school sites if requested to discuss the role. Please email [hr@oakgrove.school](mailto:hr@oakgrove.school) or [mking@oakgrove.school](mailto:mking@oakgrove.school) with your name and best contract details to arrange this.

Best wishes,



Mr Ian Tett: BSc, PGCE, C.Geog, NQPH, PQSI.

Headteacher

**Secondary Address:**  
Venturer Gate, Middleton  
Milton Keynes, MK10 9JQ  
Email: [oakgrove@oakgrove.school](mailto:oakgrove@oakgrove.school)

**Headteacher (All-through):** Ian Tett BSc; C.Geog;  
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