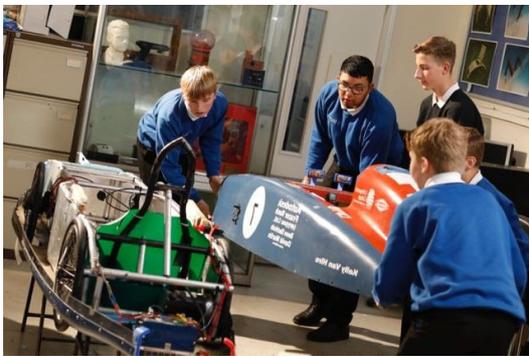




Collingwood
College
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Collingwood College Candidate Information Pack

Operations Manager



Dear applicant,

Thank you for your interest in the role of Operations Manager at Collingwood College. Our vision for Collingwood is to be the College of first choice for all our parents and we are currently on a journey to move from Ofsted Good to Outstanding!

Collingwood College is committed to developing responsible, aspirational, independent, happy and well-rounded young people with the self-belief to reach their goals.

Our students are the focus of everything we do. We have found that by listening to students' views and offering them the opportunity to work with each other, staff and governors, they are an integral part of our relentless drive for improvement.

Collingwood College offers all students an inclusive, flexible and stimulating educational experience. With a strong emphasis on personal development and a very wide range of leadership opportunities and extra-curricular activities, we are able to offer challenges that motivate and appeal to all individuals.

Our academic performance is consistently high and in recent years students have achieved excellent results at pre and post 16 level. In 2023, in the Sixth Form, 74% of A level qualifications were at A*-C and our ALPS three year rolling average (progress) score for A level and BTEC qualifications was a 4 ('very good', top 40% nationally).

At GCSE, almost 80% of entries were graded at 9-4. 71% of our students also achieved 9-4 grades in both English and Maths. Our ALPS progress measure was 4 ('very good', top 40% nationally).

This continued level of success is down to the hard work of our students and their teachers.

We believe that our staff are the foundation upon which the success of the College depends and recognise that our employees are the most important asset of the college.

We empower our employees to utilise their talents and skills to make a positive and significant contribution to the quality of teaching, learning and personal development that the College provides for its students.

We look forward to receiving your application for this post.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Eden Tanner', written over a horizontal line.

Mr Eden Tanner
Principal

Operations Manager

Required for September 2024 or sooner

36 hours per week, full time

28 days annual leave entitlement (plus bank holidays), rising to 30 days after 5 years' service

Salary: £37,869 - £41,810pa (Collingwood College Grade F) *September 2024 pay award pending

To apply: Please complete the application form available from www.collingwoodcollege.com vacancies.

Closing Date: 15th June 2024

For more information: Please contact HR or 01276 457 600 or email hr@collingwood.surrey.sch.uk

Suitable candidates may be interviewed before the closing date and Collingwood College reserves the right to withdraw the position if an early appointment is made.

Collingwood College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.

All new staff appointments are subject to verification of fitness to work, receipt of two satisfactory references, qualification verification and other checks relevant to the role.

The role

This is an exciting opportunity to join us in a role that is instrumental to the smooth running of the College's day-to-day activities. The Operations Manager works closely with the Senior Leadership Team and colleagues across the College to support routine College operations and events. The Operations Manager leads the College's excellent administrative team, ensuring the function provides outstanding support to all areas of the College and makes a significant contribution to marketing activities and engagement with the wider community.

The person

The successful candidate will be an outstanding administrator with a desire to contribute to all aspects of College life. Strong organisational, communication and managerial skills are essential. Applications are especially encouraged from candidates with a strong track record in similar roles elsewhere. A comprehensive handover and any necessary training will be arranged for the successful candidate. Please see the person specification below for full details.

Probationary period

All posts are subject to a probationary period. For support staff this is six months. Collingwood College's probationary policy is available upon request.

Remuneration and benefits

Collingwood College has its own generous pay scale and the financial package offered will be commensurate with the responsibilities of the post and the experience of the person appointed.

College staff also receive the following additional benefits:

- Eligibility for membership of the generous Local Government Pension Scheme (Further information can be found at [Surrey Pension Fund](#))
- BUPA healthcare cash plan
- 24/7 employee assistance programme for staff and their families
- Cycle to work scheme
- Flexible leave of absence policy

Training and development

At Collingwood we are committed to providing a well-structured staff development programme to enhance personal and team development. All new staff receive the following training:

- Collingwood College induction
- Safeguarding and Prevent training
- Compliance training including fire awareness, data protection and health and safety at work
- Training linked directly to the job role, which may be delivered by other colleagues or external trainers

In addition, staff have the opportunity to access a wide range of other internal and external training opportunities to support their professional development and or pursuit of future career aspirations. For New Qualified Teachers we have developed a specific training programme to support you through your induction year.

JOB DESCRIPTION

POST:	Operations Manager
REPORTING TO:	Business Manager
JOB PURPOSE:	<p>To oversee the smooth and efficient running of day-to-day College operations and events, leading the College's administrative team.</p> <p>To provide secretarial and clerical support to the Principal and other members of the senior leadership team.</p>
DIRECT INVOLVEMENT WITH:	Principal, Senior Leadership Team, teaching and support staff, Governors, parents, students, contractors, visitors to the College.
KEY RESPONSIBILITIES:	<p>Provision of comprehensive administrative support to the Principal and Senior Leadership Team (delegating tasks within the admin team where appropriate), maintaining high levels of confidentiality and professionalism, including inter alia:</p> <ul style="list-style-type: none"> • Preparation and distribution of written correspondence, papers and reports • Coordination of internal and external meetings and hospitality for staff, parents, governors, visitors and other stakeholders • To deal with telephone calls, guests and visitors with discretion, diplomacy and professionalism • Maintenance of the central College calendar <p>Effective line management of the admin team to deliver good performance and ensure administration supporting all day-to-day College systems, procedures and activities are effective and professional</p> <p>Development and maintenance of effective administrative systems, policies and procedures</p> <p>Preparation and distribution of advertising/marketing/promotional materials and information for parents and other College stakeholders</p> <p>Organisation of College open events and parental tours, liaising with senior colleagues and other support staff as required</p> <p>Organisation of INSET days, parents' evenings and academic review days</p> <p>Support for and attendance at other College events and activities, liaising with event leads and making necessary operational arrangements to ensure their smooth running</p> <p>Liaison with external providers of College transport to arrange service alterations and resolve queries</p>
OTHER RESPONSIBILITIES:	To undertake any other duties commensurate with the responsibilities of the post as may reasonably be required

PERSON SPECIFICATION

CATEGORY	ESSENTIAL	DESIRABLE
Qualifications and Training	A good standard of education (Minimum GCSEs (Maths, English and Science) grades 4-9/A*-C)	Degree Relevant professional qualifications Relevant IT qualifications
Experience	A strong professional track record in administration and or operations Successful experience of managing others	Experience of working in an educational setting Marketing experience
Skills, Knowledge and Aptitude	Excellent written and verbal communication skills Excellent organisational skills Ability to work calmly and effectively under pressure Ability to work accurately and to deadlines Ability to uphold high standards of discretion and confidentiality Strong IT skills An understanding of data protection	Knowledge of school management information systems (e.g. SIMS) Understanding of data protection principles and procedures

	<p>Skills necessary to work as part of a team and contributing to its effectiveness and success</p> <p>Judgment to make sound decisions, knowing when to seek further advice</p>	
Personal Qualities	<p>Enthusiastic, self-motivated and committed</p> <p>Personal drive to make a positive contribution to all aspects of College life</p> <p>Enjoy working with children and young people</p> <p>Reliable, honest and trustworthy</p> <p>Flexibility to respond to the demands of a varied role</p> <p>A commitment to equal opportunities</p> <p>Commitment to safeguarding and promoting the welfare of children and young people</p> <p>Ability to work cooperatively and sensitively with others</p> <p>Commitment to professional development and continuous improvement for self and others</p>	
Safeguarding and Welfare	<p>The ability to maintain appropriate relationships with all members of the school community</p> <p>The ability to manage student and colleagues' behaviours in a positive way</p> <p>Ability and commitment to upholding the College's values, promoting equality of opportunity and the elimination of unlawful discrimination.</p>	