



## Academies Trust

### Office and Operations Manager

Co-op Academy Leeds

**Salary:** SCP 32-35 £38,296 - £41,496 FTE  
£35,630 - £38,607 (actual salary) & amazing benefits

**Contract:** Permanent

**Hours per week:** Full time, term-time only plus 15 days.

**Required from:** September 2023



Co-op Academies Trust aims to provide an outstanding education for all our learners, founded on co-operative values, at the heart of the community. It is responsible for 30 academies in West Yorkshire, Greater Manchester, Wirral, Staffordshire and Stoke-on-Trent with the Co-op acting as the sponsor. There is the likelihood of significant further growth in the near future.

Co-op Academy Leeds is a 'Good' school (Ofsted, Nov 2022) and on the back of our recent successes, we're fully committed to getting even better.

We're looking for an Office and Operations Manager to lead the daily operations of our Academy and manage our facilities, receptionist and administrative teams. You will also work closely with our Academy Leadership Team to coordinate Academy events and develop the school calendar.

With a strong understanding of Health and Safety, you will be responsible for ensuring the Academy is the best possible environment for our colleagues and students to learn and work. You will also provide strong professional leadership and management of the Academy's PFI contract.

And of course, you'll do all this whilst capturing the spirit of our vision and values and whilst role-modelling exceptional professional behaviours.

As a colleague at Leeds, you'll work within a diverse learning community, striving to deliver an outstanding working and learning experience for all. Therefore, a genuine passion for working and making a real difference in the community is essential.

We offer our colleagues excellent career development opportunities as part of the Co-op Academies Trust, along with access to a comprehensive programme of Personalised Professional Learning and Development irrespective of career stage.

### Perks

**What you do here really counts. And we offer a wide range of benefits and rewards to recognise the part you play in our success. Whether they benefit your finances, your wellbeing, or your family, in or outside work. From career progression and working and making a difference within your local community, to a whole range of financial discounts and benefits, working at Co-op Academies Trust isn't just your standard job.**

#### Financial

We offer competitive salaries and local government pension schemes as well as travel season ticket loans, 24-hour access to free money support, and for colleagues who want to save or need help managing debt we have savings and loan products which can be deducted from your pay.

#### Health

We want you to stay happy and healthy. We offer a free flu vaccine, cycle to work scheme; 24-hour access to free health and wellbeing support and discounted gym membership at a number of popular gyms.

#### Discounts

We offer a 10% discount on Co-op branded Food, 5% discount on Co-op Electrical plus discounts on insurance products. You'll also get access to Co-operative Flexible Benefits.

**Closing date:** 9.00 a.m. Wednesday 12th July 2023

**Salary:** £35,630 - £38,607 (actual salary)

**Interviews:** Week commencing 17th July 2023

**Start Date:** Negotiable

So, if you have a natural ability to inspire and enthuse young people and are committed to the spirit of co-operation, then we'd be delighted to hear from you.

Visit [Co-op Academies Trust](#) for more information about Co-op Academies Trust and [Vacancies Archive - Co-op Academy Leeds](#) for further information about the Academy and to download an application form.

Completed applications should be returned to Dianne Singleton at [hrleeds@coopacademies.co.uk](mailto:hrleeds@coopacademies.co.uk) before the closing deadline.

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to Co-operative values and principles.