



Wheatley Park School

Everyone Learning - Everyone Caring

11-18 Academy and member of the River Learning Trust

1151 on roll including 206 Sixth Form

Operations Manager

Grade 13 £45495 - £48587 (Pro rata: £40963 - £43747)

The potential exists to offer an additional Recruitment and Retention allowance of 5-10% of the Full Time Equivalent salary to an exceptional candidate

37 hours per week term time only plus 2 weeks summer holiday work (40 working weeks per year)

Permanent

Required as soon as possible

Situated just east of Oxford on a unique parkland site, Wheatley Park School is a successful 11- 18 academy with a vibrant comprehensive intake. Our vision is to provide an outstanding education to every student sustainably and in accordance with our values of Everyone Learning and Everyone Caring.

We are seeking an experienced, skilled and flexible colleague to undertake the Operations Management of the school on behalf of the Senior Leadership Team and the Governing Body.

This is an exciting opportunity to join a happy and thriving comprehensive school within the well-renowned River Learning Trust multi-academy trust. As the Operations Manager you will play a pivotal role in supporting the school to deliver an outstanding education for every student sustainably by providing strategic management of operational and school business support functions, services, systems and practices to the highest standards in accordance with our school values of Everyone Learning and Everyone Caring. You will work closely alongside our Premises manager to develop and refine our processes and lead a team of site and cleaning staff.

We will offer you:

- the chance to be part of a busy and successful team.
- the opportunity to make a difference to the students' experience in our school.
- opportunities for further development and professional learning.

We hope to find:

- an excellent manager and administrator, able to work on his or her own initiative.
- a well organised colleague, with excellent attention to detail and the energy to see things through to a high standard.
- a flexible, confident and friendly individual who is able to build strong relationships across the school.

This is a critical and busy post within the school that will require you to work at a high professional level with all the key stakeholders of the school and wider community to ensure the best services for all.

We will offer you the chance to be part of a strong school community working in an immensely supportive environment.

We are renowned for placing a high value on staff wellbeing and professional development at all levels.

Situated just east of Oxford in a unique parkland site, Wheatley Park School is a flourishing 11- 18 academy with a vibrant comprehensive intake.

The successful candidate will share our high ambitions for our students. You will relish the challenge of creating an environment that is different to other comprehensive schools in Oxfordshire. Education has the power to change lives, communities and society for the better.

At RLT we believe that we can achieve more for our pupils, trainees, staff and communities by working together rather than alone. Schools in RLT are united by a common belief in the benefits of working together, and by our commitment to shared principles.

OUR VISION is for our schools and SCITT to improve rapidly, continuously and sustainably: to be better faster together.

OUR 'WHY?' is that children and young people 'only get one go' in school and therefore as part of RLT we aim to ensure the best possible 'go' for our pupils.

OUR 'HOW?' is through the highest support and challenge for our schools and each other, underpinned by our principles.

Our employees benefit from a wide variety of support including extensive continuing professional learning and development opportunities, wellbeing and staff networks and access to Defined Benefit Pension Schemes (TPS and LGPS) for all staff. For more information on what it is like to work for the Trust, and the benefits you could access, please see our "[Working in RLT](#)" guide.

This role includes regulated activity relevant to children.

If you would like to know more, or arrange a visit, please contact Mrs Pat Mason (HR Manager) on 01865 877634 or by email to pmason@wheatleypark.org. Full details can be found on our website [here](#). Applications for this post can only be accepted via the MyNewTerm website [here](#). To find out more about the River Learning Trust, please visit www.riverlearningtrust.org.

Closing date and time: 9am Monday 30th October 2023

The school reserves the right to consider and interview candidates ahead of the closing date if appropriate.

Interview date: Back end of week commencing 30 October 2023

The River Learning Trust and Wheatley Park School are committed to safeguarding and promoting the welfare of all children and preventing extremism. The Trust is required to conduct a variety of checks and online searches about you as part of their recruitment process in accordance with Keeping Children Safe in Education guidance. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children.

For all RLT Safer Recruitment Documentation candidates should click on the following link [RLT Safer Recruitment Documents for Candidates](#). Please see our website for up to date policies including our Child Protection and Behaviour Policies.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. For further guidance for applicants click on this link [List of offences that are not filtered](#)

Our staff are expected to maintain high standards of ethics and behaviour, within and outside school, by not undermining fundamental British values including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

Wheatley Park School, Holton, Oxford, OX33 1QH

Tel: 01865 872441

www.wheatleypark.org

Job Description

Job Title:	Operations Manager
Date last reviewed:	September 2023
Grade of post:	13
Location:	Wheatley Park School
Line Manager:	Headteacher
Disclosure Level:	Enhanced DBS

Job Purpose:

To help the school achieve its vision of delivering an outstanding education for every student sustainably by providing strategic management of operational and school business support functions, services, systems and practices to the highest standards in accordance with our values of Everyone Learning and Everyone Caring.

Main Responsibilities:

A. Support staff

- Take overall HR responsibility for **support staff** in liaison with line managers and SLT, including:
 - Recruitment and induction
 - Appraisal
 - Training and development
 - Mental health and wellbeing
 - Deployment
 - Management of sickness absence
- Day-to-day management of:
 - The Premises Manager
 - Curriculum services (reprographics)
 - HR Manager

B. Engagement with stakeholders

- Be the main point of contact with the River Learning Trust central operations director and team;
- Be the main point of contact and liaison for a range of local stakeholders including:
 - Other site users (The John Watson School, The Park Sports Centre, The School Library Service)
 - Local parish councils
 - The Wheatley Sportsfield Trust
 - The PTA

C. Extended Services

- Take overall responsibility for the tendering (where necessary), smooth operation and effective delivery of extended services ensuring value for money. Extended services include:
 - School catering
 - Grounds maintenance (in conjunction with the site manager)
 - Tree services
 - School transport and public buses
 - School sport facilities

D. School events and routines

- Manage logistics of school events and routines in conjunction with SLT, the Premises Manager and other relevant stakeholders. These include:
 - Assemblies
 - Parent/Carer-facing events
 - Exam season
 - Assemblies
 - School photographs
 - Immunisations
 - Meetings and training events
- Liaise with the deputy headteacher over the construction of the school calendar.

E. Site development

- Create and implement a long-term vision and plan for site development in line with sustainability principles in conjunction with the headteacher, SLT, the sustainability lead and other relevant stakeholders;
- Plan and manage capital projects (except IT projects);
- Manage locally and centrally funded SCA local projects in conjunction with RLT colleagues;
- Hold overall responsibility for ensuring the site is clean and energy efficient.

F. Compliance, contractual and legal

- Develop and update policies relevant to school support functions;
- Act as Data Protection Officer, including taking responsibility for:
 - GDPR compliance and the reporting of data breaches
 - Response to FOI requests and SARs
- Manage the school's asset register;
- Negotiate, manage and monitor necessary licenses, insurances and contracts on behalf of the school in conjunction with the Finance Manager and the RLT Operations Director;
- Keep appropriate records, ensuring that they are available for inspection and provide statistical and other returns, as required, to the Headteacher, governors, RLT and other requesting bodies;
- Support the headteacher to manage land issues in conjunction with members of the RLT central team.

G. Finance

- Manage and control budgets for areas of responsibility including:
 - Site
 - Utilities
 - Repairs and maintenance
 - Marketing
 - Curriculum services (Admin)
- Develop income generating activities including the preparation of and submission of bids for funding to external agencies when appropriate;
- Manage the letting of school premises and facilities in conjunction with the premises manager.

H. Marketing and public relations

- Take overall responsibility for marketing and PR in conjunction with the headteacher, including maintaining and updating:
 - The school website with the IT manager
 - The school prospectus with the headteacher and SLT
 - Social media feeds and press releases
 - Other internal and external marketing materials

I. Meetings

- Plan and chair meetings with relevant teams;
- Attend weekly SLT operational meetings;
- Attend and report at Governors' Resource Committee meetings.

J. Health and Safety

- Act as the main Health and Safety Officer for the school, ensuring a safe working and learning environment in accordance with relevant legislation and school/River Learning Trust policies and procedures;
- Coordinate all Fire Evacuation and Lockdown procedures for the site in conjunction with the premises manager and relevant SLT members;
- Prepare and update the school's critical incident plan in conjunction with the premises manager, headteacher and relevant SLT members;
- Ensure all contractors are compliant with Safeguarding procedures and are DBS checked in liaison with HR;
- Oversee medical facilities and support across the school through the School Nurse and fully trained school first aiders, including responsibility for completing Safesmart accident/Riddor/near miss forms;
- Together with the Premises Manager, be aware of and comply with all policies and procedures relating to health and safety, child protection, security and confidentiality, ensuring safe use of equipment and materials and reporting all concerns to the appropriate person;
- Together with the Premises Manager, assist with premises safety audits;
- Ensure risk assessments are completed and updated and control measures implemented and monitored on a day to day basis for all appropriate caretaking and cleaning tasks, carrying out an annual review of risk assessments.

K. Other

- Liaise with IT Director to ensure effective provision of IT and communication systems including mobile phones/Google Voice;
- Manage the Staff Association fund to support the happiness and wellbeing of all staff;
- Manage all site related contracts including some negotiation/tendering in partnership with RLT Procurement & Operations Teams.

General responsibilities as part of the Trust

- To support teaching and learning by providing high quality support as part of a committed and flexible team;
- At all times act in accordance with agreed local and national policies and procedures;
- Contribute to the overall ethos/work/aims of the River Learning Trust;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Carry out other duties as required from time to time by line manager;
- Follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles.

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Wheatley Park School

Everyone Learning - Everyone Caring

Operations Manager

Person Specification

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • A relevant degree or school business management/site management qualification <p>OR</p> <ul style="list-style-type: none"> • Extensive practical management of school operations for a proven period of time <ul style="list-style-type: none"> • Health and Safety qualification <p>OR</p> <ul style="list-style-type: none"> • Relevant Health and Safety experience on a large multi-functional site 	<ul style="list-style-type: none"> • Minibus driving qualification • First aid at work qualification
Experience	<ul style="list-style-type: none"> • Successful leadership and management experience in a school, or in a relevant field outside education • Involvement in self-evaluation and improvement planning • Line management experience • Experience of change management • Contributing to staff development 	<ul style="list-style-type: none"> • Experience of working within a school environment. • Experience of communications with other professional organisations.
Knowledge and Skills	<ul style="list-style-type: none"> • Excellent knowledge of operational and premises management • Excellent attention to detail • Ability to lead effective meetings, and report to governors, and other stakeholders • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships with staff and other stakeholders and contractors • Ability to line manage other employees (particularly operational staff) including responsibility for allocation of work, induction, appraisal and development • Ability to negotiate "best value" with suppliers • The potential to develop his/her own career further • The ability to take initiative • The ability to work alongside a range of professionals • Commitment to maintaining confidentiality at all times 	<ul style="list-style-type: none"> • Previous experience of working in a flexible way • Knowledge of employment law • Knowledge of GDPR legislation • Knowledge of procurement processes • Budget setting, budget monitoring and long term financial planning skill • Previous use of Google Chrome ecosystem

Attitudes and Values	<ul style="list-style-type: none"> ● An absolute commitment to the school values of Everyone Learning and Everyone Caring ● A Growth Mindset orientation ● Enthusiasm to participate in development and training opportunities ● An ethic of continually striving for personal and organisational excellence ● A commitment to team working and willingness to sacrifice the achievement of personal goals for the achievement of collective ones ● A commitment to safeguard the assets, financial probity and reputation of the school 	
Other qualities and attributes	<ul style="list-style-type: none"> ● Honesty and integrity ● Reliability ● Loyalty and trustworthiness ● Flexibility and adaptability ● Grit, determination and resilience ● Eternal optimism and positivity ● Humour and a sense of perspective ● Creativity, innovation and a willingness to take risks ● Self-awareness ● Common-sense and good judgement ● Compassion ● Ability to work under pressure and prioritise effectively ● Commitment to safeguarding, equity, diversity and inclusion at all times 	

September 2023