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Strive4 Academy Trust is a Charitable Company Limited by Guarantee in England & Wales.
Registered Number: 10863245

Striving for Excellence – Shaping the Future

Role: Operations Manager
Reporting to: Head of Operations
Location: Trust Head Office with regular travel across Trust academies
Contract: Fixed term 1 year. 24 hours per week. Term time + Inset + 1 Week
Commencement Date: July 2026
Salary: London Borough of Redbridge Scale Point 26 – 28 (£40,182 – £42,060 FTE dependent on experience)

The Role

Strive4 Academy Trust is looking for a talented and ambitious Operations Manager to join its Central Services team. This is an incredibly exciting time to join Strive4 with plans for expansion of the Trust, and the opportunity for substantial personal and professional development within the role.

The successful candidate will play a crucial role in a tight knit operations team, working across a diverse portfolio of responsibilities spanning health and safety, premises compliance, GDPR, and organisational resilience.

By ensuring that all Strive4 academies operate safely, legally and effectively, as Operations Manager at Strive4 Academy Trust, you will have the opportunity to make a real difference to children's futures, whilst developing your own professional skills and expertise.

Demonstrating strong judgement, excellent communication skills and the ability to balance strategic oversight with practical operational understanding, you'll work closely with the Head of Operations providing independent oversight, challenge and assurance. You'll also support school leaders, Trustees and Governors to meet their responsibilities with confidence.

You'll receive a competitive salary, be enrolled on an excellent pension scheme and have access to well-being support programmes. You will also have opportunities for future progression through a personalised career development programme.

Key Responsibilities

Compliance, Risk and Organisational Resilience

- Maintain strategic oversight of statutory and regulatory compliance across the Trust.
- Develop, maintain and regularly review Trust-wide risk registers and mitigation plans.



- Undertake internal compliance audits and contribute to external audits and inspections.
- Support Trust and school readiness for inspection, audit and external scrutiny.
- Provide compliance oversight across recruitment, safeguarding, safer recruitment and employment practices.

Health and Safety Leadership

- Lead Trust-wide health & safety systems, monitoring and reporting.
- Oversee accident, incident and near-miss reporting and investigation processes.
- Ensure statutory safety checks, fire safety systems, emergency procedures and training are fully compliant.
- Conduct health & safety audits and manage action plans to address identified risks.

Premises, Estates and Contractor Compliance

- Provide strategic compliance oversight of school premises and estates arrangements.
- Monitor facilities risk assessments, site safety, and security compliance.
- Support capital and minor works project compliance, including statutory approvals.

Data Protection and Information Governance (GDPR)

- Act as the Trust's lead officer for GDPR and data protection compliance.
- Maintain records of processing activities and oversee data governance procedures.
- Manage Subject Access Requests (SARs), Freedom of Information (FOI) requests and data breaches.
- Monitor legislative changes and ensure Trust policies and systems remain fully compliant.
- Conduct GDPR audits and compliance assurance reviews.
- Oversee ICT compliance, data security arrangements and website compliance.

Training, Guidance and Capability Building

- Design, coordinate and quality assure Trust-wide compliance and risk training programmes.
- Develop training resources and guidance to promote consistent best practice.

Marketing and Communication

- Work closely with colleagues to develop and implement marketing campaigns that drive the Trust's strategic priorities.
- Support the Trust in communicating compliance, safety and operational standards to staff, parents and stakeholders

General Responsibilities

- Uphold safeguarding, equality and professional standards at all times.
- Commit to continuous professional development.
- Attend meetings of Trustees, Governors and senior leadership teams as required.
- Undertake any other duties appropriate to the role and level of responsibility.



Person Specification

Essential

- Minimum of 3 year's experience in operational, compliance, risk or governance leadership.
- Demonstrable experience of managing statutory compliance frameworks, inspections, audits and regulatory assurance processes.
- Proven ability to operate at senior leadership level, providing professional challenge, advice and assurance to executive leaders, Trustees and Governors.
- High level of competence in Microsoft Office and digital compliance systems.
- Experience of managing GDPR, information governance and data protection compliance.
- Experience of estates, premises or facilities compliance management.

Desirable

- Experience working within education, academy trusts, local authorities or comparable public / regulated sector environments.
- Formal health and safety qualification (e.g. IOSH, NEBOSH)
- Experience designing and delivering training programmes.
- Strong report writing and presentation skills for senior leadership and governance audiences.

Skills and Competencies

- Excellent leadership, interpersonal and communication skills, with the ability to influence, challenge and support senior stakeholders.
- Strong organisational and planning skills, with the ability to manage complex workloads, competing priorities and tight deadlines.
- High levels of professional integrity, discretion and confidentiality.
- Ability to interpret complex regulatory frameworks and communicate requirements clearly to non-specialists.
- Highly developed analytical and problem-solving skills.
- Calm, resilient and solution-focused approach, particularly under pressure.

Personal Attributes

- Passion for continuous professional development and organisational improvement.
- Collaborative working style, with a commitment to teamwork and partnership.
- Strong ethical values and commitment to safeguarding, equality and inclusion.
- Resilient, adaptable and positive in a fast-paced, operationally demanding environment.

Additional Information

If you have any queries on any aspect of the application process or if you wish to visit the Trust before making a formal application, please email recruitment@strive4academy.co.uk

The Academy is committed to safeguarding children and successful candidates will be subject to an Enhanced DBS check. Our commitment to safeguarding is underpinned by robust processes and checks which are in place across the Trust.

