



Crossley Hall Primary School

Part of Pennine Academies Yorkshire

Recruitment Pack

Operations Manager

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Letter from Our Headteacher:

Let us tell you more about our amazing school! We are a **thriving, energetic and vibrant** three-form entry primary school, situated in the Fairweather Green area of Bradford. Our school stretches across three buildings, a mixture of traditional and modern. We form part of Pennine Academies Yorkshire Multi Academy Trust, a growing Trust consisting of 6 schools. Here at Crossley Hall, our team of dedicated teachers bring our curriculum to life, in line with our school values of inclusion, aspiration and happiness.

'Crossley Hall is a safe haven for all our pupils. A place where pupils and staff alike feel at home welcomed and accepted. We embrace those quirky traits, nurture imperfections and value differences. Inclusion here is a mind-set, not an intervention, program or specific 'room' in school. It is a way of thinking, it is who we are!'

Reading, writing and maths are taught using evidence-based principles such as 'White Rose Maths' and a bespoke writing curriculum. Our approach to teaching the wider curriculum uses our 'Bradford roots' as the underpinning starting point. We complement our classroom-based learning with lots of additional experiences to promote both academic achievement and **wellbeing**. Every year, each year group has the opportunity to visit three or more places to enhance their learning experiences. We believe all our children are included in all external visits so that they can experience the world beyond Bradford and aspire to be whatever they want to be.

The behaviour of our pupils is good because we build **positive relationships** based on mutual respect- everyone is expected to be kind, polite and hard working. As a school, we actively promote diversity, tolerance and respect for people of all faiths and backgrounds, and there is a real sense of harmony and dedication from staff and pupils alike. Our pupils love coming to school! We enjoy celebrating each other's successes in our weekly Celebration Assembly' which parents enjoy attending too.

Mental Health and Wellbeing are central to what we do here at Crossley Hall Primary School. Members of our SLT are trained Youth Mental Health First Aiders. We also actively support the wellbeing of our staff; two members of our staff are trained as Mental Health First Aiders and can provide support/advice to our staff.

Not only do we have **enthusiastic**, well behaved pupils, we also have a talented team of motivated and dedicated professionals, who, along with the leadership team, are united in the strong sense of ambition for the school. Our team of Support Staff are confident and highly skilled. Our **inclusive ethos** resonates throughout the school, and we are proud to cater fully for our children with additional needs. Our Resourced Provision for children with Communication and Interaction Needs (including Autism) work closely and collaboratively with the rest of the school.

Finally, please be rest assured that we take the Professional Development of all staff seriously. We listen to our staff's needs and develop bespoke CPD opportunities across the year. We welcome you to come and visit and find out more!

Eleanor Monnery

Headteacher



Headteacher: Mrs E Monnery

OUR SCHOOL IS PART OF THE PENNINE ACADEMIES YORKSHIRE



Operations Manager

SO2, SCP 26 – 28 (£32,909 - £34,723)

Are you keen to work in a large, vibrant and energetic primary school?

Are you passionate about inclusion and equality of opportunity for all pupils?

Do you have good organisation skills and a calm disposition?

Do you have experience of working in an office environment with excellent interpersonal skills?

Do you have experience of reception duties, including: answering the phone & face to face duties?

We are looking for an Operations Manager to join our team ASAP. The successful candidates will have met the requirements of the person specification and will be subject to a DBS check. We welcome applications regardless of age, gender, ethnicity or religion.

As a member of staff at Crossley Hall Primary, we will offer you:

- ✓ A friendly and experienced team of office staff
- ✓ The support of working alongside an experienced Senior Leadership Team and a Trust Central Team
- ✓ A straight talking and energetic team with a great sense of humour



What Ofsted say (May 2016):

- ✓ 'Leaders are rightly proud of the inclusive culture they have created.'
- ✓ 'In lessons, pupils show good attitudes to learning.'
- ✓ 'Leaders have energised staff.'
- ✓ 'The team demonstrates good capacity to lead further developments.'



Visits to school are strongly recommended; please ring Jenni Taylor (PAY HR Business Partner), on 07807 031160 or email j.taylor@paymat.org to make an appointment or to ask for further information.

Closing date: 5th June 2023 @ 9am Shortlisting: 5th June 2023 Interview: 9th June 2023

JOB DESCRIPTION – OPERATIONS MANAGER

Job Title/Post: Operations Manager

Date: July 2023

Salary: SO2

Responsible to: Headteacher/Deputy Headteacher/Business Partners

GENERIC INTRODUCTION:

The following information is furnished to assist staff joining the School to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

- Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
- Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
- Pennine Academies Yorkshire is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
- Pennine Academies Yorkshire is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The Operations Manager's role is to provide high quality support to assist the Headteacher, Senior Leadership Team, Business Partners, Premises Team in implementing excellent standards and procedures to ensure the smooth running of the school office. This involves ensuring that there is an orderly, safe and structured working environment for all.

The Operations Manager will take care to follow school policy and procedure when dealing with all pupils, thus supporting the school ethos and providing continuity for students.

Continuous Professional Development

The school values each staff member and is committed to ensuring the holder of this post will have opportunity to access appropriate CPD in order to further develop their ability to fulfil this role and further enhance their future career prospects.

Safer Recruitment

Crossley Hall Primary School is committed to the safety and well-being of all our pupils and staff, and will follow all policies and recommended procedures to ensure the safe recruitment of staff.

PRIME OBJECTIVES OF THE POST:

- You will organise and supervise whole school administrative and office systems; contributing to the management and implementation of office functions as well as plan and implement new initiatives to ensure an effective service to the school.
- Plan, develop and monitor support services, including coordination and delegation of relevant activities.
- Understand the implications of Government policies and educational trends and developments.
- Under the guidance of the Business Partners, you will have supervisory responsibility for the management of contracts, facilities, lettings and health and safety.
- Supervisory responsibility for 5 employees (Administration, Caretaking and Cleaning staff).
- May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

KNOWLEDGE AND SKILLS: *(See Personal Specification)*

EFFORT DEMANDS:

- To manage the administrative work of the Leadership Team; providing organised, complex and advisory support to the local committee of Trustees and other staff.
- Work with minimum supervision; planning and arranging own workloads as well as that of others.
- Will be expected to autonomously make decisions and exercise considerable initiative in performing delegated duties, escalating complex issues where necessary.
- To promote and maintain a professional and courteous service.
- Promote and maintain an efficient, safe, and attractive environment for the children within school generally whilst being aware of and supporting difference to ensure equal opportunities for all.
- Will contribute to the overall ethos/work/aims of the school.
- Will appreciate and support the role of other professionals; developing constructive relationships and, under the guidance of the Headteacher, communicate/liase with both internal and external stakeholders/agencies/professionals
- Be vigilant and sensitive to any child protection/safeguarding concerns that arise, reporting any concerns to the Designated Safeguarding Lead in line with school policy and procedure.
- To support the Headteacher / Business Partners in the management of their workload, diary and in particular confidential correspondence.

RESPONSIBILITIES:

- Under the guidance of the Headteacher / Business Partner you will manage, improve, develop and supervise the whole school administrative function, including those which are complex in nature; delegating relevant activities and liaising between other members of the management team/teaching staff as appropriate.
- Participate in training and other learning activities and performance development as required.
- In liaison with the Headteacher / Business Partners; provide advice and guidance to staff and others on complex issues; undertaking research and obtaining information to inform decisions.
- Attend and participate in regular meetings including senior leadership team meetings and Trustee scrutiny committee meetings; recognising own strengths and areas of expertise, share these skills and use these to advise and support others
- Take a lead role in the recruitment/induction/appraisal/training and development/mentoring of school and agency staff; managing associated employment procedures and Human Resource matters as well as liaising with external organisations to ensure appropriate clearance and checks are received.
- Be responsible for the procurement, selection, management, maintenance, repair and safe keeping of resources, including regular audits, issuing of invoices and ensuring settlement of accounts. Prepare work specifications for tender, assist with the selection of contractors and report to the Trustees as required.
- Take a lead role in the development and maintenance of the whole school's recording/information systems and ensure confidential data is retained in accordance with legal requirements.
- Provide detailed analysis and evaluation of data and produce detailed reports/information as required.
- Under the guidance of the Headteacher / Business Partner; you will be responsible for the planning, development, organisation and administration of procedures and policies including those relating to safeguarding, security, data protection, HR and payroll; liaising with the Headteacher, Senior Leadership Team and Trustees as and when appropriate.
- Be responsible for the completion and submission of complex forms, returns etc., including those to outside agencies e.g. DfE, LEA, other agencies and stakeholders.
- Under the guidance of the Headteacher / Business Partners; plan, monitor and evaluate the schools budget; developing a long term financial strategy for the future of the school; ensuring all expenditure is correctly coded to allow maximum use of all budgets and grants.
- In liaison with the Business Partners; provide ongoing budgetary information and reports to the relevant bodies in a timely manner whilst ensuring compliance with financial regulations and in line with best value procedures; seeking specialist expertise where necessary.
- In the absence of the Business Partner; take delegated responsibility for decision making where appropriate.

- Under the guidance of the Business Partners; oversee the management and maintenance of the school site, premises, lettings and associated income. Prepare maintenance schedules and ensure the efficient operation of all facilities on the property in liaison with the site team.
- Under the guidance of the Business Partners; ensure compliance with all Health and Safety requirements including clear communication to all staff and pupils as well as recording and reporting health and safety matters to the Senior Leadership Team, Trustees and other agencies as required.
- Support for the Business Partners ensuring emergency procedures are current and timely; plan, instigate and maintain records of fire safety practices and alarm tests in liaison with the site team.

ENVIRONMENTAL DEMANDS/WORKING CONDITIONS:

- Available to work term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- Will have contact with members of the public/other professionals e.g. teaching staff, Trustees, parents/carers, community groups, local education authority, external providers etc.
- May be a key holder and have security responsibilities.
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
- Report all concerns to an appropriate person.

Fluency Duty

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Advanced Threshold Level

Advanced Threshold Level

The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly.
- Explain difficult concepts simply without hindering the natural smooth flow of language.
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in School.

SPECIAL CONDITIONS OF SERVICE:

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

OTHER CONSIDERATIONS

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Designated Safeguarding Leads or Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

Personal Specification

ESSENTIAL (E) / DESIRABLE (D)	
EXPERIENCE:	<ul style="list-style-type: none"> • Minimum 2 years' experience of working in a school office environment at a senior/decision making level to include development, management and operation of administrative/ICT systems as well as the full range of reception duties and dealing with a complex workload. (E) • Experience using Microsoft Office and complex databases such as Arbor and PS Financials with excellent IT skills. This should include the production of detailed reports and spreadsheets etc. (E) • Some experience of supervising and/or managing staff. (E) • Some experience of financial management including strategic financial planning, budgets and financial reporting; preferably in an Education setting. (E) • Experience of dealing with HR/payroll/Health and Safety matters. (E) • Provide evidence of having previously spoken fluently to customers at an Advanced Threshold Level. (E)
QUALIFICATIONS/ TRAINING:	<ul style="list-style-type: none"> • School Business Partner specific qualification e.g. DSBM, CSBM, ADSBM or Msc. School Business Management. (D) • NVQ Level 4 or degree level management/business qualification. (D) • Evidence of continual professional development. (E)
KNOWLEDGE/ SKILLS:	<ul style="list-style-type: none"> • Will possess a working knowledge of the School's relevant policies and procedures with an outline understanding of relevant legislation. (E) • Some experience of maintaining complex financial information systems and making payments. (E) • Knowledge of Health and Safety/First Aid/Medical/Fire Safety regulations/requirements. (E) • Have an understanding of national and regional educational services and how an administrative support service within a school is run. (E) • Ability to use relevant equipment/resources/office machinery and able to undertake basic maintenance routines. (E) • Excellent organisational, communicating and problem solving skills with the ability to use own initiative and work proactively both in a team and independently. (E) • Ability to lead, motivate and work constructively as part of a team with a willingness to share knowledge, expertise and experience. (E) • Excellent numeracy/literacy/ICT skills. (E) • Ability to self-evaluate learning needs and actively seek new learning opportunities. (E) • Knowledge and commitment to schools Equality policy. (E) • Ability to remain calm under pressure; prioritising conflicting demands. (E) • Demonstrate good co-operative, interpersonal and effective listening skills. (E) • Maintain confidentiality in all matters relating to the school, its pupils, parents or carers in line with the Data Protection Act. (E) • Ability to perform all duties and tasks with reasonable adjustments where necessary, working flexibly and willing to accept change. (E) • In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Advanced Threshold Level. (E)