



Co-op Academy
Delius

OPERATIONS MANAGER

Co-op Academy Delius

Candidate Pack



Welcome

Dear Applicant,



It is a pleasure to welcome you to Co-op Academy Delius.

It is a true honour to serve as the new Head of School at this remarkable Academy.

Since joining in 2020, I have had the privilege of seeing first-hand the dedication, skill, and passion of our staff, who work tirelessly to provide the very best educational experiences for our pupils. Together, we deliver an ambitious, specialist, and personalised curriculum that enables every child to thrive. We believe that learning to communicate is a vital foundation for our pupils; helping them to access the wider world, keep themselves safe, and grow towards greater independence.

At Co-op Academy Delius, we place partnership at the heart of everything we do. By working closely with families, medical and non-medical professionals, Community Council Members, and the wider community, we ensure that the holistic needs of our pupils are met. The voices of all those who are important in our pupils' lives are not only valued, but actively shape the ongoing development of our curriculum.

My vision is for our Academy to remain a safe, positive, nurturing, and aspirational place where pupils are provided with irresistible opportunities to engage in learning, and where both staff and pupils feel valued, supported, and celebrated for their achievements.

I warmly invite you to explore our website and social media to discover more about our work - or better still, come and visit us to experience first-hand the inspirational environment that makes Co-op Academy Delius such a special place.

Matthew Round | [Head of School](#)



At Co-op Academy Delius, we believe we should all have an equal chance to succeed. We are committed to delivering an exceptional educational experience designed to meet the needs of every pupil.

Our goal is to provide a personalised, ambitious, and challenging curriculum that allows all pupils to reach their full potential while promoting independence and active participation in their education.

Our students thrive in an environment where they are valued for their unique qualities, and our high aspirations propel them toward exceptional achievements.

Working at Co-op Academy Delius means joining a passionate team that believes in the limitless potential of its pupils. Staff here are not just teachers but mentors who recognise and nurture each student's unique talents and aspirations.



Curriculum

Our bespoke curriculum is designed to accommodate the diverse needs of our pupils. It focuses on both academic and holistic development, ensuring students acquire essential skills and knowledge. Themes and topics are carefully selected to provide exciting, real-world learning experiences. Each key stage accesses the same themes, but differentiation is provided to challenge students at every level, ensuring progression as they advance through their school journey. Communication is a priority at Delius, as we recognise that strong communication skills are essential for safeguarding and success in all areas of life. Our curriculum emphasises the development of these skills, with books and themes supporting communication for all pupils. Additionally, our curriculum focuses on life skills, independence, and preparation for the future, ensuring our pupils are equipped for the next stage of their education and beyond.

Values

Our academy is grounded in Co-op's values - self-help, equity, and social responsibility - promoting a caring, inclusive environment where respect and cooperation are key. Students and staff are encouraged to embody our Ways of Being in their everyday actions. These include; "Do What Matters Most," "Succeed Together," "Be Yourself Always," and "Show You Care." Our shared values are visible in the everyday culture of the school, creating a strong sense of community.



Facilities

The academy is equipped with state-of-the-art facilities, providing a rich learning environment tailored to the unique needs of our pupils. These include a hydrotherapy pool, sensory rooms, and therapeutic spaces designed to support pupils' sensory and physical development. Our highly trained and passionate staff ensure that each child receives the individualised support they need to thrive, creating a safe and stimulating environment where they can flourish.

We also offer a wide range of extracurricular activities such as educational visits and hands-on learning, to enrich pupils' experiences. Our commitment to providing a safe and welcoming environment ensures that all students feel comfortable and valued, fostering a sense of belonging that enhances their educational journey.

Joining Co-op Academy Delius means becoming part of a dedicated and passionate team of professionals who are committed to making a difference. The academy's ethos of inclusivity, personalised education, and community engagement provides a rewarding environment for staff, where creativity and collaboration are encouraged. You will work alongside passionate educators and have the opportunity to make a real difference in the lives of young people, helping them to discover and achieve their full potential.

JOB DESCRIPTION

Operations Manager

Salary / grade range	SCP20 - SCP27 Salary £32,597pa - £38,220pa Permanent. All Year Round Full time - 37 hours per week (start/finish times to meet the needs of the Academy)
Location	Co-op Academy Delius - Across Delius Sites, Barkerend Road, Bradford BD3 8QX & Princeville Street, Bradford BD7 2AH
Reports to	Executive Headteacher/Head of School

Purpose of role:

To lead on the provision of an efficient, effective, proactive and comprehensive operations service to all Co-op Academy Delius campuses, including caretaking, site supervision, cleaning and maintenance, catering, lettings and events management, building works, and Health and Safety.

Ensuring legal compliance in relation to: Fire safety; Health and Safety; IOSHH and COSHH and any other requirements in relation to building management.

The role supports the school leadership teams to ensure all systems and resources are in place for effective teaching and learning.

Key accountabilities (and specific duties / responsibilities):

Staff and Contract Management Responsibility:

Caretaking staff and indirectly cleaning/catering staff

Key Responsibilities and Accountabilities

Working with the Senior Leadership Team in implementing effective operational strategies including:

Operational Management

- Update and review school policies relating to H&S and building hire
- To oversee the policy management system ensuring that all staff receive and read relevant policies
- To promote and support school events and publications
- Be a first point of call as custodian of the building alongside the caretakers
- To take a lead role in ensuring the uninterrupted operations of the academy swimming pool.
- To manage the Academy's Community Fridge alongside the Academy Community Pioneer

Building Management

- Monitor the condition of buildings on site and monitor the Capital projects plan to apply for SCA funding
- Work with trust colleagues to review and negotiate service level agreements and contracts in relation to premises
- Liaise with the Senior Leadership Teams to ensure that the schools facilities meet the school curriculum needs and plans
- Work closely with the Executive Headteacher/Head of School to develop and implement business continuity and emergency/disaster recovery plans
- Liaise with central finance teams to ensure that any facilities related works or expenditure complies with procurement and purchasing procedures and is delivered within budget
- Project Manage building and construction works across the Campuses including: site and construction risk assessments and the inspection and implementation of contractors RAMS;

Health and Safety Management

- Lead responsibility for Health and Safety (H&S)
- Ensuring a safe environment at all times;
- Provide information compliant with KCSIE and safeguarding practices in a timely manner to the Academy Administrator for the SCR relating to contractors, third parties and any other persons attending the academy relating to the role.
- Follow policies and procedures in relation to safeguarding and persons attending the site in relation to the role.
- Deliver staff training as and when required relating to the role.
- Supporting any site and H&S issues when the caretakers are not on site;
- Leading Health and Safety audits and reporting directly to the Trust and Executive Headteacher/Head of School on and outcomes;
- Leading internal H&S committees on all sites including regular meetings;
- Reporting to the SLT, Academy Community Council and Trust on any H&S issues
- Liaise with Site Caretakers to ensure systems are in place to enable the identification of hazards

- Take a lead role in the management of Parago (Building management and compliance) system;
- Ensuring full site risk management and risk assessments/action plans are in place
- Ensuring that appropriate H&S checks and full compliance checks are undertaken on the buildings, resources and vehicles etc.
- Acting as H&S and Fire Officer.
- Managing the academies accident reporting system and investigate any accidents and near misses where needed. Reporting any relevant information back to the SLT, Academy Community Council and Trust
- Ensuring safe ongoing maintenance and security of sites including effective supervision and risk management of contractors on site;
- Ensuring all site compliance is in place and recorded appropriately in relation to fire tests and practices; invacuation; full off-site evacuation
- Responsible for insurance and management of any potential insurance claims in conjunction with the Central Trust Team
- The day to day management of caretakers across both sites including performance management;
- Appropriately reporting any RIDDOR cases to the HSE (using BMDC professional H&S services as necessary);
- Reviewing the Business Continuity Plan on an (at least) annual basis
- Monitor, review and manage the catering and cleaning service provision including regular meetings with suppliers to ensure a high standard of service and value for money
- Ensure all compliance and regulations procedures and measures are in place for the academy swimming pool.
- Oversee Risk Management of the pool and pool plant
- Manage building lettings including the pool ensuring all insurance, risk management, safeguarding and H&S checks are in place
- Alongside the Executive Headteacher/Head of School manage the building maintenance, compliance and building developments budgets
- Lead on all Health and Safety and Compliance for academy events including those taking place out of academy hours.

Professional Expectations of Support Staff & General Responsibilities:

- Put students and colleagues first and their safety foremost.
- Follow Standard Operating Procedures and contribute to their review.
- Work as partners with class teams by taking part in briefings and planning discussions.
- Provide support for classroom colleagues through whole school systems and procedures including delivering training to staff.
- Liaise with parents and other partners, services and agencies as directed by managers.
- Rigorously apply school policies and ensure procedures are followed.
- Participate in professional development opportunities.
- Contribute to a positive safety culture.
- Compliance with all academy policies and procedures, including child protection and safeguarding policies
- Be a visible, proactive presence around the Academy, promoting positive behaviour and ensuring the smooth day-to-day running of the Academy
- Model Co-op Academies 'Ways of being' and uphold the ethos and policies of the school
- Undertake relevant and whole school related training as required
- Promote, respect, understand and celebrate diverse cultures, languages, ethnic groups, faith groups, gender diversity and orientation and disabilities
- Create and maintain an effective partnership with pupils/ parents/carers/ families and staff to support and improve outcomes for pupils
- Be fully involved in the school and community

- Take on any duties commensurate with the role which supports the aims of the school and purpose of the post

Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
Qualifications • COSHH Trained and IOSHH • English and Mathematics GCSE or equivalent • Pool plant operations qualifications or equivalent	Desirable Desirable	
Experience Proven successful experience of the following: • Relevant operations experience including; building management and compliance, people management, project management, Health and Safety, fire safety, applying policy and writing and reviewing risk assessments • The ability to assess implications and minimise risk and take decisions within the responsibilities of the role • Liaison with senior managers and external stakeholders • Experience of working in an Educational setting is desirable • Ability to deliver complex projects on time, within budget and to the quality required • Experience of procurement and budget management • Securing and monitoring contracts/contractors/service level agreements • Experience of developing staff through Continuous Professional Development and coaching • Strong and credible team leadership in being able to pull people together across two sites and motivate them to deliver common aims	Desirable Desirable	
Skills, Ability, Knowledge & Personal Qualities		

- A good understanding of H&S compliance and knowledge of where to seek help and support i.e. HSE
- The ability to demonstrate an empathy with schools' issues and willingness to work with Teaching and Learning staff to resolve building/H&S issues
- A confident, resilient and self-managing approach to work, able to use initiative and prioritise work to deliver on time and to a high standard;
- Ability to follow established Trust procedures, policies, codes of practice
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
- Excellent organisational skills with the ability to prioritise and delegate effectively
- Able to prioritise work across a number of different tasks;
- Flexibility and willingness to lead and manage change
- Ability to prioritise workload, conflicting demands and remain calm under pressure
- Communicate effectively to a wide range of different audiences and through different mediums (verbal, written, ICT use)
- Deal successfully with situations that may include tackling difficult situations and conflict resolution
- Work successfully with a range of external agencies and central Trust service leaders and colleagues
- Ability to travel and work across multiple locations/sites
- Excellent communication skills;
- Flexible and occasionally attend outside normal working hours;
- A "people person"; able to build strong working relationships with, and influence, others;
- Committed to undertaking own personal and professional development;
- Understands, committed to and models the co-operative values;
- Be approachable and professional
- Commands respect and trust from all levels of staff.
- Good project management skills with a systematic approach to problem solving
- Strong commitment to high standards of service delivery and customer care

• Excellent time management skills and the ability to remain calm under pressure • Organisation of own workload and priorities on a day-to-day basis using own initiative • Ability to persuade, motivate, negotiate and influence team members • Full understanding and appreciation of safeguarding requirements • Positive and energetic approach towards work • Use of ICT including Google and other relevant software		
--	--	--

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 with appropriate childrens and/or adults barred list check if necessary. A person who is included in the childrens or adults barred list commits an offence if they engage in regulated activity from which they are barred.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.

Ofsted September 2023

Please read our successful Ofsted Report, rated as "Good" here are just a few statements which we are particularly proud of:

"Leaders at all levels ensure the curriculum is designed well to meet the needs of pupils with SEND. The ambitious curriculum clearly sets out the key knowledge and skills pupils will learn".

"Leaders at all levels ensure staff feel well supported".

"Staff feel equipped to support and teach pupils well....They say that their workload is manageable and that they have job fulfillment".

"Leaders at all levels carefully consider ways to promote diversity and explore pupils' heritage..... The school is calm and orderly. As a result, pupils behave well".





Barkerend Road, Bradford, West Yorkshire, BD3 8QX
Telephone: (01274) 666472

Princeville Street, Bradford, West Yorkshire, BD7 2AH
Telephone: (01274) 062580

<https://delius.coopacademies.co.uk/>

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.

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, and the Ways of Being Co-op.

SEPT 2026