



# St Clare's School

Where we reach our goals!

## Operations Manager

GRADE: F (Points 15-20)

ACTUAL SALARY: £27,803 - £30,296

Contract: 37 hours per week, all year round

Start Date: ASAP

## CANDIDATE INFORMATION PACK



## What is included within this pack?

Within this pack you will find both information and advice on applying for a role with Esteem Multi-Academy Trust including:

- Welcome from the CEO
- About Esteem Multi-Academy Trust
- Welcome from The Headteacher
- About the School
- Job advertisement
- Job description and person specification
- Safeguarding and checks
- Application process and timeline

## Welcome from Esteem Multi-Academy Trust



Dear applicant,

Thank you for your interest in Esteem Multi-Academy Trust (MAT). The Operations Manager position presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very important time.

We are eager to appoint a positive, flexible Operations Manager who will contribute to and promote the vision, values, moral purpose, and ethos of the school and Trust. The ideal candidate will monitor operational service delivery escalating concerns where appropriate and provide operational support to help ensure the school adheres to statutory requirements.

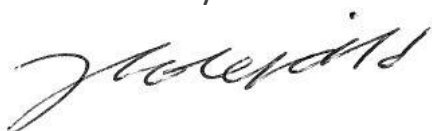
St Clare's school is proud to offer personalised education to students aged 11-16 with moderate learning difficulties and associated needs including ADHD, Autism, communication, social, emotional and mental health and challenging behaviour. St. Clare's school is based in Mickleover, Derby.

If you think you have got what we are looking for, we look forward to receiving your application for consideration.

For further information, please contact the school office on 01332 511757, via email to [admin@stclaresschool.co.uk](mailto:admin@stclaresschool.co.uk) or visit our website at [www.esteemmat.co.uk/vacancies](http://www.esteemmat.co.uk/vacancies). Please use the relevant application form on the MAT website; CVs alone will not be accepted.

I wish you well in your application.

Yours faithfully



Julian Scholefield  
Chief Executive Officer

## About Esteem Multi-Academy Trust

Esteem MAT was formed in 2018 and now consists of thirteen academies from the East and West Midlands. Many of our pupils have special educational needs and/or disabilities or are disadvantaged. Therefore, inclusion is our watchword, and our vision is for Esteem to be a learning community of excellence for SEND and alternative provision in the Midlands. However, we want mainstream schools to join us too as they have many pupils with SEND or who are disadvantaged. We want all our pupils to achieve their full potential whatever type of school they attend.

Our vision is to be a Trust that:

- Leads and supports our academies to provide the highest standards of education and development for all our pupils
- Enables academies with a shared sense of purpose to benefit from alignment whilst maintaining individuality
- Provides a strong, collective voice for our academies at a local and national level
- Delivers support and SEND expertise to our academies and to other schools and local authorities

Our vision will be delivered via our three core strategic aims. Everything we do should be ultimately focused on doing these three things well:

- We will provide an ambitious, inspirational, bespoke education, setting the foundation for the future and ensuring our young people are ready for the world.
- We will deliver high standards and value for money from our support services, resources, estate and technology.
- We will invest in and support our people, exploiting opportunities for collaborative, continual professional development, sharing of expertise and best practice

Our people are our most valuable resource. We invest in them by providing high quality specialist training, opportunities to collaborate and develop their careers within Esteem.

We greatly value each school's unique identity, which reflect the diverse needs of the pupils. It is also important to us that our pupils feel they belong to their school community. This is why we believe that our schools need strong leaders and governors who understand their local context. Being part of a family of schools in a trust brings the added benefits of support and collaboration. We know that sharing ideas and working together are the best ways for our schools to continue to improve for the benefit of all our pupils.



## Welcome from the Headteacher

Dear applicant,

I am delighted and honoured to be the Headteacher at St. Clare's School and I am seeking an enthusiastic, dedicated Operations Manager to join our school team. I am very pleased that you are considering applying to work in such a fun, innovative school.

As a school, our main job is to make sure the children are safe, happy and reaching their potential. Families make an important contribution to their child's achievements at school and from my experience I know that a successful and happy school depends on all of us working together.

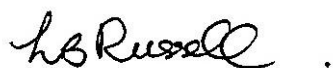
At St. Clare's we hold a strong belief in the power of education to change children's lives and the right of every child to receive an excellent education. The staff team are dedicated to building opportunities for students to achieve the highest academic standards, ensuring that they are known well as individuals and that their unique personality, talents and interests are nurtured and developed to the full.

At St Clare's School education is about developing the whole child and providing opportunities for them to flourish within and beyond the classroom. It is the aim of the whole school team to help each child become a successful learner and well-rounded individual who is ready to make the next steps in their journey.

We welcome applications from candidates who, having read the application pack, feel they have the necessary skills, experience, and strength of character to fulfil the challenges of the role. The closing date for applications is 23:59 on 30 June 2024. Visits to the site are encouraged, please contact the school on 01332 511757 to arrange this.

I wish you well in your application.

Yours faithfully,



Laura Russell  
Headteacher

## About St Clare's School

St Clare's school is proud to offer personalised education to students aged 11-16 with moderate learning difficulties and associated needs including ADHD, Autism, communication, social, emotional and mental health and challenging behaviour. All students have an Education, Health and Care (EHC) Plan which sets out the provision required to meet their individual needs.

Located in Mickleover, we have 154 students on roll from across the City of Derby and southern Derbyshire.

In response to our student's needs, we offer a full and diverse curriculum with specialist support designed to address the holistic needs of our students. The progress that our students make is judged as outstanding as a result of the teaching and support available to them and the progress that they make academically, socially and emotionally.

Transition arrangements with feeder schools are in place to ensure a smooth move between schools for all pupils. Transition to Post 16 provision is also effectively developed to support student success.

Further information about our academy can be found on the website at:

<https://stclaresschool.co.uk>

## The advertisement

**Job Title:** Operations Manager

**Location:** St Clare's School, Rough Heanor Rd, Mickleover, Derby DE3 9AZ

**Grade/Scale:** Grade F (Points 15-20) £27,803 - £30,296

**Start date:** ASAP

**Contract:** 37 hours per week, all year round

St Clare's school is proud to offer personalised education to students aged 11-16 with moderate learning difficulties and associated needs including ADHD, Autism, communication, social, emotional and mental health and challenging behaviour. St. Clare's school is based in Mickleover, Derby.

We are eager to appoint a positive, flexible Operations Manager who will contribute to and promote the vision, values, moral purpose, and ethos of the school and Trust. The ideal candidate will monitor operational service delivery escalating concerns where appropriate and provide operational support to help ensure the school adheres to statutory requirements.

Benefits include: LGPS Pension Scheme, Westfield Health membership and free parking.

For further information, please contact Sarah Sawford, Executive Business Manager, on 01332 511757 or via email to [ssawford@stclaresschool.co.uk](mailto:ssawford@stclaresschool.co.uk) or visit our website at <https://www.esteemmat.co.uk/vacancies>. Please use the relevant application form on the MAT website; CVs alone will not be accepted.

**Closing date for applications: 30 June 2024 (23:59)**

**Interview date: WC 01 July 2024**

**We reserve the right to interview suitable candidates upon application and may close the advertisement prior to this date**

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.



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## Job description and person specification

### Job Description: Operations Manager Esteem Multi-Academy Trust

<b>Post Title:</b>	Operations Manager
<b>Location:</b>	St Clare's School, Rough Heanor Rd, Mickleover, Derby DE3 9AZ
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>• Contribute to and promote the vision, values, moral purpose, and ethos of the school and Trust.</li> <li>• Monitor operational service delivery escalating concerns where appropriate.</li> <li>• Provide operational support to help ensure the school adheres to statutory requirements.</li> </ul>
<b>Reporting to:</b>	Line managed by the Executive Business Manager you will be formally accountable to the Executive Business Manager for the school and Headteacher.
<b>Liaising with:</b>	All staff, contractors and visitors to the school
<b>Working Time:</b>	37 hours per week, all year round
<b>Salary/Grade:</b>	Grade F (Points 15-20) £27,803 - £30,296
<b>Disclosure level</b>	Enhanced
<b>PRINCIPLE RESPONSIBILITIES</b>	
<b>To achieve the above</b>	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• Contribute to the finance operations of the school or trust in line with financial procedures</li> <li>• Supervise all financial administration locally as directed by the Executive Business Manager</li> <li>• Assist in producing financial information to assist reporting and the timely and accurate submission of statutory returns</li> <li>• Operate internal control systems in accordance with established procedures</li> <li>• Help manage debtors and creditors</li> <li>• Maintain the school or trust contract register to support forward procurement planning processes</li> <li>• Reconcile month end processes for the school.</li> </ul> <p><b>Human Resources</b></p> <ul style="list-style-type: none"> <li>• Provide timely and efficient support to applicants and managers during the recruitment and selection process</li> <li>• Work with managers to ensure new staff undergo appropriate and supportive induction processes</li> <li>• Organise the recruitment for new roles to the school</li> </ul>





	<ul style="list-style-type: none"><li>• Administer and collate appropriate documentation relating to new starters, and leavers</li><li>• Administer internal and external learning and development activities</li><li>• Organise CPD opportunities for school staff</li><li>• Ensure CPD records are up to date</li><li>• Prepare data for payroll and reconcile</li><li>• Keep accurate and appropriate HR records, including (but not limited to) those related to absence management, and performance management.</li></ul> <p><b><u>Operational and Administration Management</u></b></p> <ul style="list-style-type: none"><li>• Be aware of professional learning available to support self and other admin team members</li><li>• Line manages the admin team and its operational functions reporting successes or concerns to the Executive Business Manager</li><li>• Implement sustainable practices and environmentally friendly initiatives in the school or trust</li><li>• Ensure GDPR compliance of the admin office and school.</li><li>• Arrange or supervise the administration of pupil data, staff HR information, transportation information as part of the business functions required by the school.</li></ul> <p><b><u>Estates Management</u></b></p> <ul style="list-style-type: none"><li>• Provide data and information to support the estates activities across the school</li><li>• Assist with maintenance of the school asset register, supporting risk assessment process, business continuity and compliance portal</li></ul> <p><b><u>Income Generation</u></b></p> <ul style="list-style-type: none"><li>• Coordinate school income-generating activities and engage with stakeholder groups to maximize opportunities</li><li>• Manage all aspects of the current letting contracts within the school.</li></ul> <p><b><u>Other responsibilities</u></b> Perform other duties assigned by the Executive Business Manager within the role's nature and grade.</p>
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<p><b>Other Generic Responsibilities:</b></p> <ul style="list-style-type: none"><li>• Represent and promote the ethos and values of Esteem Multi-Academy Trust</li><li>• To take and be accountable for all decisions made within the parameters of the job description</li><li>• Participate with performance management and training and activities that contribute to personal and professional development</li><li>• Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities</li><li>• Provide a high standard of customer service in all dealings internal and external to the MAT</li><li>• Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified</li></ul>
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- 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
- The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

## Person Specification: Operations Manager Esteem Multi-Academy Trust

QUALIFICATIONS AND EXPERIENCE	
Essential	<ul style="list-style-type: none"> <li>• GCSE Maths and English Grade C or above (or equivalent)</li> <li>• Minimum 2 years' experience in an office environment</li> <li>• Experience in using IT software including Microsoft packages</li> </ul>
Desirable	<ul style="list-style-type: none"> <li>• Level 3 or above Business Admin qualification</li> <li>• Working in a school environment including communicating effectively with pupils, parents and carers</li> <li>• Line Management experience</li> <li>• Used to dealing with members of the public</li> <li>• Working with financial information.</li> </ul>
KNOWLEDGE AND ABILITIES	
Essential	<ul style="list-style-type: none"> <li>• Organisational skills including prioritisation</li> <li>• Communication skills both written &amp; oral</li> <li>• Listening skills</li> <li>• Ability to interpret information/data</li> <li>• Literacy &amp; Numeracy skills</li> <li>• Accuracy &amp; attention to detail</li> <li>• Ability to undertake all routine office practices</li> <li>• Ability to comply &amp; work with procedures &amp; policies</li> <li>• Good IT skills including word processing &amp; spreadsheets</li> <li>• To work effectively across teams and functions</li> <li>• To follow instructions &amp; complete work unsupervised</li> <li>• To exercise &amp; promote customer care.</li> </ul>
Desirable	<ul style="list-style-type: none"> <li>• Analytical skills</li> <li>• Knowledge of financial regulations &amp; payment systems</li> <li>• Knowledge of GDPR</li> <li>• Knowledge of policies &amp; procedures</li> <li>• Knowledge of Arbor (MIS)</li> <li>• Experience of working with key stakeholders to a business.</li> </ul>

## Safeguarding and checks

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Esteem Multi-Academy Trust's Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT. Esteem Multi-Academy Trust's Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT. Our Safeguarding and Child Protection Policy can be found on the Esteem MAT website: <https://www.esteemmat.co.uk/policy-documents/>

Each student's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with special educational needs and disabilities, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world positively. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all students within our academies.

The MAT pays full regard to the DfE 'Keeping Children Safe in Education September 2023' guidance. We ensure that all appropriate measures are applied in relation to everyone who works for the MAT who is likely to be perceived by the students as a safe and trustworthy adult including volunteers and agency staff. As part of our safer recruiting practises, we scrutinise applicants; verify their identity, academic or vocational qualifications, obtain professional and personal references, check full employment history and ensure the applicant's health and physical capacity is suitable to undertake the role. Interviews and DBS checks are also undertaken.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, either paid or voluntary, your current employer will be asked about disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any investigation or disciplinary proceedings.

If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children or young people, your current employer will be asked about your suitability to work with children and young people, although it may be answered "not applicable", where appropriate, if your work has not brought you in to contact with children or young people.

## Application process and timeline

Application forms are available on our website at <https://www.esteemmat.co.uk/vacancies>.

After the closing date, shortlisting will be conducted by a panel who will match your skills and experience against the criteria in the Person Specification. You will be selected for interview purely on your application form, so please ensure that you read the Job Description and Person Specification carefully before you complete your application form.

All candidates invited to the interview and assessment day must bring the following documents; original documents only, copies will not be accepted:

- Documentary evidence for your right to work in the UK
- Documentary evidence of identity which meets the DBS requirements i.e. current photocard driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address i.e. utility bill, financial statement etc.
- Where appropriate, documentation evidencing a name change
- Educational or professional qualifications that are necessary or relevant for the post

Further information relating to DBS check documentation requirements can be found on the Government website at <https://www.gov.uk/guidance/documents-the-applicant-must-provide>.

If you are not the successful candidate, all your personal information will be destroyed, in a secure way, in line with General Data Protection Regulations (GDPR May 2018) guidelines.

References will be sought for shortlisted candidates for any central office-based positions and we may approach previous employers for information to verify experience or qualifications prior to interview. Any relevant issues arising from references will be discussed at interview.

Your completed application form and supporting letter should address and evidence the essential and desired criteria in the Person Specification.

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