

Trust Operations Manager Candidate Information Pack



Closing Date: 9am Thursday 23rd June 2022
Interview Date: Friday 1st July 2022
Start Date: 1st September 2022

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Dales Academies Trust | Blair Avenue | Ingleby Barwick | Stockton-on-Tees | TS17 5BL

Dales Academies Trust is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee registered in England and Wales, company number 08372064, whose registered office is at All Saints Academy, Blair Avenue, Ingleby Barwick, Stockton On Tees, TS17 5BL.

OFFICIAL - SENSITIVE



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Welcome from the CEO and Trust Chair

Dear Prospective Applicant

On behalf of Dales Academies Trust, we would like to thank you for showing an interest in this newly created position within the Trust central team.

We are pleased to offer an exciting opportunity to join and contribute to our growing Multi Academy Trust, which operates within the Anglican Dioceses of both Leeds and York. At the start of the pandemic our newest school, and first community setting, Carnagill Community Primary School on Catterick Garrison joined the Trust making us a Trust of fourteen schools and just over 2,500 pupils.

This is an exciting new role for a dynamic, innovative and highly organised individual, who will support the Trust to the next level in its development. Committed to collaboration for the benefit of all the pupils across the Trust, the successful candidate will be joining a group of talented and driven MAT leaders who have the full support of the CEO and Trust Board.

Yours sincerely,

Damian Chubb
Dales CEO

Bishop of Whitby
Chair of the Dales Trust Board



Trust Operations Manager

**Full time/4 days considered, Permanent
Required for September 2022**

Salary: Grade: L (£36,371-£40,578pa)

Dales Academies Trust is seeking an innovative and forward-thinking Operations Manager to join the central team and provide additional capacity as the Trust enters its next phase of growth. This post holder will play a key role in the further development of Dales and the support the central team provides for its academies. Working closely with the Finance and Operations Director, the CEO, and the wider Trust central team the Operations Manager will play a key role in ensuring the smooth day-to-day running of Trust operations and compliance with relevant statutory requirements.

We are looking for someone with a broad range of business management skills, as well as excellent interpersonal skills, a desire and enthusiasm to broaden their knowledge, and the ability to adapt to the demands of an ever-changing landscape. Whilst it may be an advantage to have worked in a school setting in the past, it is not an essential requisite for this post. Beyond supporting current central services to our academies, including contract management, this individual will lead on the Trust's estates strategy. Dependent on their particular skills set, the post holder will also assist or lead on the further development of other central support functions, for example the Trust's IT or Communications strategy as well as other focused, time limited projects.

Dales Academies Trust is a successful and growing Church of England Multi-Academy Trust which provides a home for both Church schools and Community schools. Dales currently comprises thirteen Primary schools ranging from very small rural to two form entry urban settings, as well as one 11-16 Secondary. Our schools are located across the northern part of North Yorkshire and Stockton.

We aim to live out our tag line of 'Together for Excellence' in practice and at all times are committed to the principles of appropriate accountability seen as a framework in which to achieve excellence for all. Our Vision as a group of schools is that:

"Working together for excellence, and rooted in quality, collaboration and care, we deliver exceptional learning experiences through inspirational teaching and nurturing a love of life-long learning. We dare greatly, travel hopefully and enable each other to flourish".

For our church schools, this Vision is biblically underpinned by our Trust wide commitment to:

Quality	Collaboration	Care
Colossians 3:23 "Whatever you do, work at it with all your heart, as working for the Lord."	Galatians 6:10a "So then, whenever we have an opportunity, let us work for the good of all."	John 13:34 "A new commandment I give to you, that you love one another: just as I have loved you."

As a Trust we can offer:

- a working environment with a strong sense of community and moral purpose.
- hard working pupils.
- a dedicated staff, committed to achieving the best outcomes for their pupils, through high quality pastoral care and Teaching & Learning.
- a supportive Governance structure.
- a wide range of professional development opportunities.
- unlimited support for leaders in their pursuit of excellence.
- strong partnerships with a range of organisations, including the dioceses of Leeds and York.

The successful post holder will be line managed by the Finance and Operations Director of Dales Academies Trust.

This post will be based at Trinity Academy Richmond, but the post-holder will be expected to work across all Trust Schools; there will also be an element of home working.

Interested candidates can request an application form by visiting our website, [Dales Academies Trust](#) or emailing the Trust, recruitment@dalesmat.org. If you would like to have an informal confidential conversation about the post with the FOD, Fern Holmes, please email recruitment@dalesmat.org to arrange an appointment.

Completed applications should be sent to recruitment@dalesmat.org

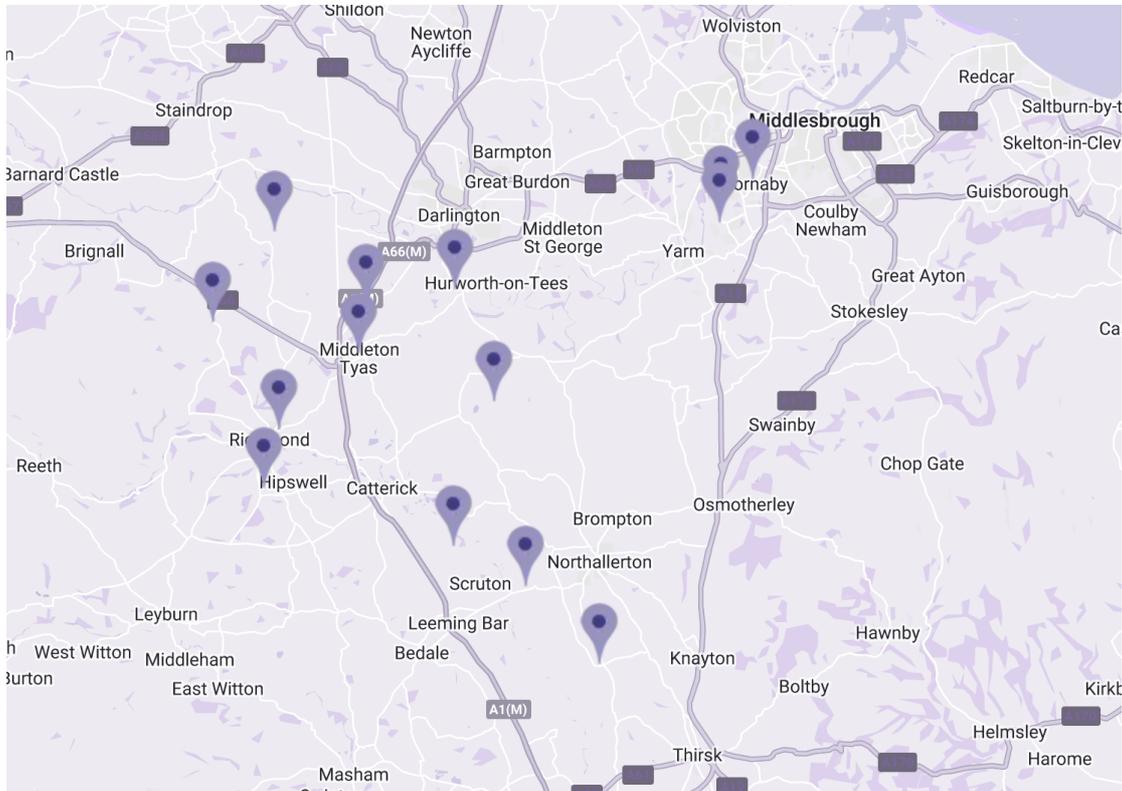
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Dales Academies Trust is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment with the Trust. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

Where our schools are located



For more details, please visit: www.dalesmat.org



About Dales Academies Trust

'Together for Excellence'

Dales Academies Trust (Dales) was established in 2017 as a Multi Academy Trust (MAT), with sponsor status, for the northern church schools of the Church of England dioceses of Leeds and York.

As with the other church MATs across both dioceses, the Trust is open to church and non-church schools with a core purpose of providing an inclusive education for children of any ability, culture, gender, sexuality, faith or no faith. The ethos is derived from, and informed by, the Church of England's commitment to education and schooling over more than 200 years.

Dales welcomed its first community school into the Trust in 2020 when Carnagill Community Primary School became the fourteenth setting to join our family of schools. To date Dales consists of the following schools:

School	Date of joining the Trust
All Saints CE Academy (Secondary)	September 2017
Trinity Academy Eppleby Forcett	<i>November 2017</i>
Trinity Academy Middleton Tyas	<i>November 2017</i>
Trinity Academy Richmond	<i>November 2017</i>
East Cowton CofE Primary School	<i>November 2017</i>
Kirkby Fleetham CofE Primary School	<i>November 2017</i>
Barton CofE Primary School	<i>December 2017</i>
Ravensworth CofE Primary School	<i>December 2017</i>
South Otterington CofE Primary School	<i>January 2018</i>
Croft CofE Primary School	<i>January 2018</i>
Ainderby Steeple CofE Primary School	<i>January 2019</i>
Thornaby CofE Primary School	<i>July 2019</i>
St Francis CofE Primary School	<i>August 2019</i>
Carnagill Community Primary School	<i>April 2020</i>

In 2021 our Trust applied for and was successful in being named as the sponsor for a new Primary Free School to be built in North Northallerton; it will open in September 2024.

Everything we do is informed by our Vision.

In practice, for example, we have established a range of networks within the Trust, including the Primary Headteacher Forum, which has at its heart, a focus on self-supporting school improvement, as well as Safeguarding, Early Years, SENDCo, Mental Health groups and a Chair of Governor's Forum. In addition to this all schools continue to play an active role in partnerships beyond the Trust with settings being part of their

local networks and senior MAT leaders linking with Teaching School Hubs and the CEO sitting on the Hambleton & Richmond Locality Board. We are committed to working in partnership to ensure the best possible outcomes for all pupils in Trust schools.

The Trust 5-Year Strategic Plan was published this year; it focuses on three key areas, namely:

1. Ensure the best possible outcomes for all pupils	2. Recruit and retain the best staff	3. Grow appropriately, becoming a sustainable, viable organisation
through timely, intelligence led, research informed school improvement activities utilising high quality support and effective collaboration within a supportive accountability framework.	through establishing Dales as an employer of choice, committed to the ongoing development of its staff through rigorous, personalised, evidence based CPD and effective talent management at all levels of the organisation.	through optimisation of financial efficiencies, infrastructure and processes, to ensure fitness for purpose, and further informed by relationships with networks and organisations beyond the Trust.

Dales is at an exciting stage in its development with the establishment of even closer working between the practitioners in its schools and ongoing conversations with a number of schools interested in joining. We are very keen to maintain this momentum and are actively looking for creative and driven team players who will work with us on delivering the next phase of our growth.

Further details about the Trust can be obtained by visiting our website www.dalesmat.org and the Safeguarding & Child Protection Policy can be viewed via this [link](#).

JOB DESCRIPTION

Post title: Trust Operations Manager

Grade: L (£36,371 - £40,578pa)

Reports to: Finance and Operations Director (FOD)

Line management responsibility: n/a

Purpose of the post

The Operations Manager is responsible for the smooth day-to-day running of Trust operations and compliance with relevant statutory requirements.

Working closely with the Finance and Operations Director, the CEO, the wider Trust central team and Headteachers, the post will complete centralised operational functions to enable school leaders to focus primarily on teaching and learning.

Overall purpose of the post
Reporting and working closely with the Finance & Operations Director the post holder will be a key member of the Trust central team, enabling our school-based leadership to focus on education. This role will also contribute to the strategic direction of the Trust.
MAIN DUTIES AND RESPONSIBILITIES:
General
<ul style="list-style-type: none"> • Working with the CEO and FOD, supporting the day-to-day operations of a Trust of 14 schools. • Managing and overseeing Trust wide service contracts such as Catering, ICT and Grounds maintenance, including the tendering process. In collaboration with the FOD, Headteachers and Trustees, undertaking reviews and evaluations of contracts as required. • Supporting academy compliance, leading on the development and review of Trust policies to ensure they meet statutory requirements. • Undertaking aspects of project management and ad-hoc requests from ESFA and DfE as required by the CEO and Trust Board. • Supporting with the timely completion of returns/reports for the Trust, ESFA and DfE. • Contributing to the updating of the Trust Risk Register. • Supporting the CEO and FOD with bid writing and the preparation of bid documents.

<ul style="list-style-type: none"> • Depending on skills set, support the ongoing development of Trust-wide strategies, such as marketing/communications, IT, etc. • Supporting the Trust Data Protection Officer.
Estates
<ul style="list-style-type: none"> • Leading in the development and implementation of the Trust's estates strategy. Within this, support school leaders to ensure the Trust buildings and premises are maintained to appropriate high standards that comply with all relevant legislation. • Lead the development of planned preventative maintenance schedules for each site, using Trust-wide software solutions (IAM) as a platform for monitoring these activities.
Capital
<ul style="list-style-type: none"> • Manage capital projects across the Trust, including Condition Improvement Fund (CIF) bid projects. • Ensure that the budgets for projects are prepared correctly and that information is made available so that current and future expenditure is recorded and monitored. Report regularly to the FOD and Trust Board, immediately highlighting any budget issues/pressures and the measures taken to deal with them. • Attend meetings with contractors and academy staff to ensure oversight of the quality of capital projects and their management.
Health & Safety
<ul style="list-style-type: none"> • Ensure sites are managed safely by working closely with the Trust's nominated Health and Safety advisor, ensuring all statutory inspections are carried out and overseeing action plans from Health & Safety Audits and Fire Risk Assessments.
Communications and working with others
<ul style="list-style-type: none"> • Communicate and work closely with executive leaders, headteachers and academy staff at all levels. • Develop effective relationships with partners beyond the Trust, ensuring that the Trust continues to play a key role in the wider school system. • Work with other professional advisors and regulatory bodies including the Health and Safety Executive. • Work with educational agencies as necessary, including North Yorkshire County Council and Stockton Borough Council, the Department for Education (DfE), the Education and Skills Funding Agency (ESFA).

This job description may be subject to change according to the developing needs of the Trust. The postholder shall be required to undertake any other duties commensurate with the pay and grade of the post as directed by the Chief Executive Officer and Finance and Operations Director.

PERSON SPECIFICATION

Trust Operations Manager

The Selection Panel will be looking for evidence to support the following criteria.

Accountable to: Finance & Operations Director

Grade: L (£36,371-£40,578pa)

KEY

E = Essential D = Desirable

No.	QUALIFICATIONS AND TRAINING	E / D
1	Appropriate, degree-level qualification in relevant area, or relevant experience (e.g. Business Management, Project management, etc.)	E
2	Good core skills in English and Mathematics	E
	EXPERIENCE	
3	Contract management and procurement	E
4	Overseeing and coordinating contractors and professional consultants	E
5	Demonstrate very strong organisational and administrative skills	E
6	Demonstrable track record, through previous work, work experience or study, of ability to think strategically, recognise challenges and identify solutions	E
7	High level of IT competence, including using common applications effectively (e.g. Word, Excel, Outlook)	E
8	Operating at senior management level	D
9	Significant experience of contributing at a strategic level to business improvement.	D
10	Strong commercial and operational experience	D
11	Working within a School or Academy.	D
	KNOWLEDGE	
12	Possesses a broad range of business/managerial skills and knowledge, including a good understanding of the principles of business and strategic planning	E
13	Understanding of risk management, including the identification of risks and strategies for risk mitigation	E
14	Project management principles, including establishment of measurable targets and milestones	D
15	Understanding of the importance of compliance with statutory frameworks	D
16	Understanding of academies programme and the purpose and functions of a multi-academy trust	D
	SKILLS The ability to:	
17	Good interpersonal skills with the ability to communicate clearly and confidently with different management levels within the organisation	E

18	Capacity to work with conflicting demands and meet key deadlines	E
19	Analyse and summarise information from meetings or research, and present findings effectively orally and in writing	E
20	Manage own time effectively and use own initiative	E
	SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE	E/D
21	Current knowledge of recent national and local safeguarding and child protection developments.	E
22	Promote safeguarding as the responsibility of everyone; ensure that the principles of safeguarding underpin school policy and practice.	E

- This post will be based at Trinity Academy Richmond, but the post-holder will be expected to work across all Trust Schools; there will also be an element of home working.
- The post holder will be required to work occasional evenings.
- The Trust provides an employee pension with competitive employer contribution
- A satisfactory Enhanced DBS is required for this post.
- The Post-holder is required to be able to travel efficiently and independently throughout the relevant area, whether by self-driving or other means.

Dales Academies Trust is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment with the Trust. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children. This post is exempt from the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 as amended.

Trust Operations Manager Selection Process Guidance

Our aim is to ensure that we recruit the right person for the job. We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, sex, marital status, or sexual orientation. The person specification sets out the criteria used to assess candidates through the selection process.

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with pupils as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure form the Disclosure and Barring Service.

Visits to the School

A visit to one of our schools is warmly welcomed by prior arrangement, you will not be disadvantaged if you are unable to visit. Please contact us on 0330 124 2618 to arrange an appointment.

Applications

Please ensure that all parts of the application are completed. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position. Applications can be submitted online, via email or via paper copy.

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of senior staff and Trustees. We carefully check all applications for anomalies.

Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within 3 days of the shortlisting date, you have not been successful at this stage.

References

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last, employer.

Interview Process

The interview process will consist of several tasks and activities including a formal interview. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity.

Final Selection

Following the tasks and formal interview, we will use the person specification as a guide to select the most suitable candidate for this post. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation.

Offer of Employment

We will make a verbal offer of employment by telephone on the day of the interview, and this will be confirmed in writing. The offer of employment is conditional on receiving satisfactory pre-employment clearances and further details will be provided to the successful candidate.

Timeline

Closing Date: 9am Thursday 23rd June 2022

Shortlisting: Friday 24th June 2022

Interview Date: Friday 1st July 2022