

Director of Operations

Candidate Information Pack

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The background of the slide features a photograph of two students, a young man and a young woman, in a library or study area. They are both smiling and looking at a book. The young man is pointing at something in the book. The background is slightly blurred, showing bookshelves and other students in the distance. The image is overlaid with a dark red geometric shape in the top left corner and a white geometric shape in the bottom left corner.

01 Introduction to the Redhill Academy Trust

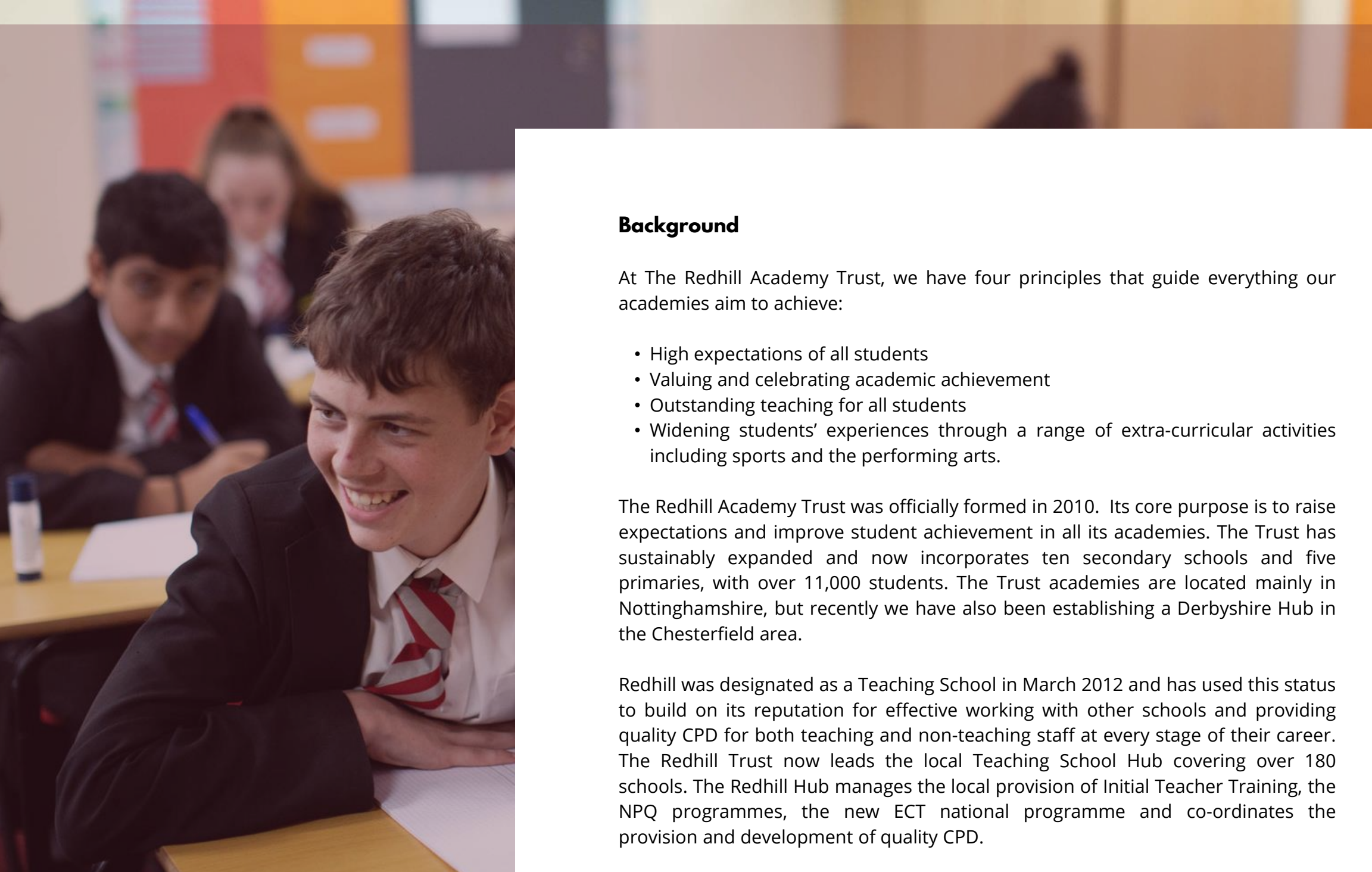
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Introduction to The Redhill Academy Trust

Background

At The Redhill Academy Trust, we have four principles that guide everything our academies aim to achieve:

- High expectations of all students
- Valuing and celebrating academic achievement
- Outstanding teaching for all students
- Widening students' experiences through a range of extra-curricular activities including sports and the performing arts.

The Redhill Academy Trust was officially formed in 2010. Its core purpose is to raise expectations and improve student achievement in all its academies. The Trust has sustainably expanded and now incorporates ten secondary schools and five primaries, with over 11,000 students. The Trust academies are located mainly in Nottinghamshire, but recently we have also been establishing a Derbyshire Hub in the Chesterfield area.

Redhill was designated as a Teaching School in March 2012 and has used this status to build on its reputation for effective working with other schools and providing quality CPD for both teaching and non-teaching staff at every stage of their career. The Redhill Trust now leads the local Teaching School Hub covering over 180 schools. The Redhill Hub manages the local provision of Initial Teacher Training, the NPQ programmes, the new ECT national programme and co-ordinates the provision and development of quality CPD.

Importantly, the success of our Trust and its growing reputation for raising the achievement of young people in the schools we work with means that we are able to attract and retain quality staff at all levels. This in turn has enabled us to build up our capacity to undertake the vital outreach work which is the key to improving standards in schools joining the Redhill Academy Trust. We are committed to recruiting and retaining the best teachers and offer our staff an extensive, widely-praised Continuous Professional Development programme.

Our academies

Secondary

- The Redhill Academy
- The Carlton Academy
- Hall Park Academy
- Oakwood Academy
- Park Vale Academy
- South Nottinghamshire Academy
- Colonel Frank Seely Academy
- The Bolsover School
- Brookfield Community School
- Tupton Hall School

Primary

- The Carlton Junior Academy
- The Carlton Infant Academy
- Robert Mellors Primary Academy
- Tupton Primary & Nursery Academy
- North Wingfield Primary & Nursery Academy

The executive leadership team for the Trust, comprising the headteachers of each individual school, the executive headteacher and the Trust Principal, meet on a three-weekly basis to agree policy and overall strategy. Executive headteachers work over a cluster of between three and five academies, supporting and advising the Headteachers. Each academy has its own Local Academy Board of governors who work closely with the Headteacher and the Executive Headteacher with clear division of roles and responsibilities, documented in the Trust's Scheme of Delegation. The Trust's Executive Board encourages collaboration and good communication at all levels and has established a Chair of Governors Forum that meets each term.

Each academy in the Trust has an Operations Manager on site. The Director of Operations advises and supports these Academy Operations Managers, holding regular individual and team meetings. The Director of Operations is a member of the Trust's Senior Executive Leadership Team. The Directors of Finance and Operations work closely together and are both line managed by the CEO.

The mean P8 score per student in schools working within the Trust was -0.27 in 2018. This reflects the fact that the Trust has, in recent years, taken on a number of struggling schools with low student outcomes. In 2019, the same schools achieved a P8 of -0.11 per student which represents a significant improvement. Last year's DfE Trust score was +0.07, which applies to schools that have been in the Trust for 3 years or more.

Director of Operations

Contract: Full Time
Salary: Circa £75,000
Start date: ASAP

The Redhill Trust is looking to recruit an outstanding leader of Operations to work across its 10 secondary and 5 primary schools.

The post is a key appointment in terms of enhancing our capacity to support Redhill Trust academies with HR and Payroll, Estates Management, IT, Marketing and Compliance. We are keen to recruit a dedicated and ambitious professional who will add value to our Trust. The person we are seeking to appoint will be determined, enthusiastic and motivated to help achieve the very best for our Trust schools.

You will lead a team of 13, based at our Central Offices in Calverton, including Trust leads on Estates, ICT, HR, Payroll and Marketing.

If you would like a confidential discussion about the role with Andrew Burns, Trust Principal, please contact S.McNeill@theredhillacademy.org.uk.

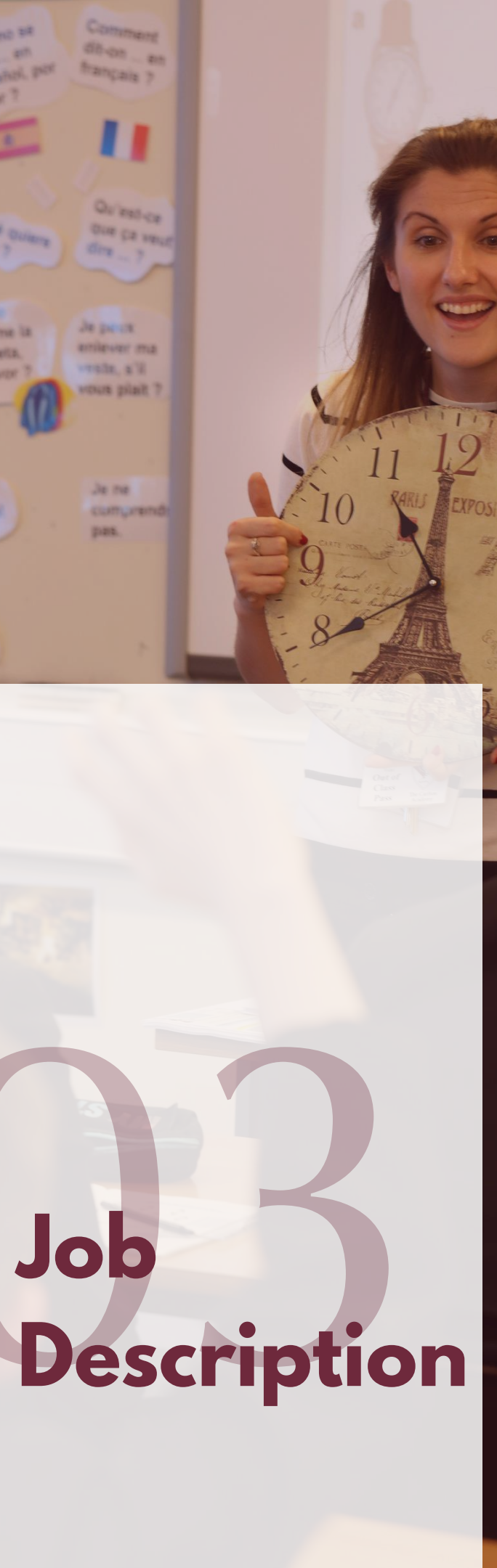
Candidates will be subject to an enhanced Disclosure and Barring Service check.

An application form can be downloaded from the Trust website www.redhillacademytrust.org.uk.

Closing date: Monday 25 October 2021

Assessment & interview dates: Week commencing Monday 1 November 2021





Job Purpose:

- As a member of the RHAT's Executive Team be responsible for the delivery of the RHAT vision, ethos, values and strategic direction and delivery of the Trust's Strategic and Educational Plans
- Oversee collaboration of the Academy Operations Managers, providing an environment of support and encouragement
- Lead the delivery of quality, educational led work of the HR, Facilities Management, Payroll, ICT, Marketing & Communications and Data Protection central teams to encourage maximum performance
- Be accountable for Human Resources and Payroll systems and processes across the Trust
- Develop, operate and maintain an effective IT infrastructure for the Trust.
- Ensure effective Estates Management and Health and Safety compliance in all Academies
- Act as the Data Protection Officer, ensure the Trust adheres to all relevant Data Protection legislation
- Be accountable for the Trust Complaints Management Procedure

Key Responsibilities:

- Contribute to the strategic direction of the Trust and the development and implementation of Trust Development Plans
- Identify and develop strategies and options in all operational aspects that will contribute to the overall effectiveness and efficiency of the Trust, such as exploring internal synergies, and opportunities for partnership working
- Act as a conduit between Trust Leaders and the external legal support provider
- Oversee all Trust level commercial contracts and ensure economies of scale are maximised
- Oversee all non-education policies, ensuring they remain aligned to all relevant legislation and are reviewed in a timely fashion
- Be responsible for Project Management Activities across the Trust, including new Academies joining the Trust
- Take ownership of due diligence activities

Estates Management

- Develop a 3-year Premises Maintenance and Improvement Plan (PMIP), including coping with any significant changes in local pupil demographics
- Take responsibility for the Trust's Capital funding programme. Maintaining a successful relationship with the ESFA to take advantage of new Capital funding streams
- Establish clear accountability for health and safety management across the Trust; reporting risks and mitigations to the EP and Board

Human Resources and Payroll

- Manage Human Resource processes: oversee the development of the Trust's HR and pay policies and procedures as guided by the Trust Principal and the Trust HR provider. Liaise with the local operations managers to ensure that HR processes are followed, in particular, in relation to recruitment and changes in staff remuneration
- Act as the Safer Recruitment Lead for the Trust, ensuring safer recruitment practices are adhered to in all academies and reporting to the Safeguarding Trustee on all necessary safer recruitment issues
- Be responsible for providing Trust Payroll Services to all employees
- Be responsible for all statutory HR/Payroll reporting, including, Gender Pay Gap, ONS, School Workforce Census, Annual Pension Returns

Information Technology

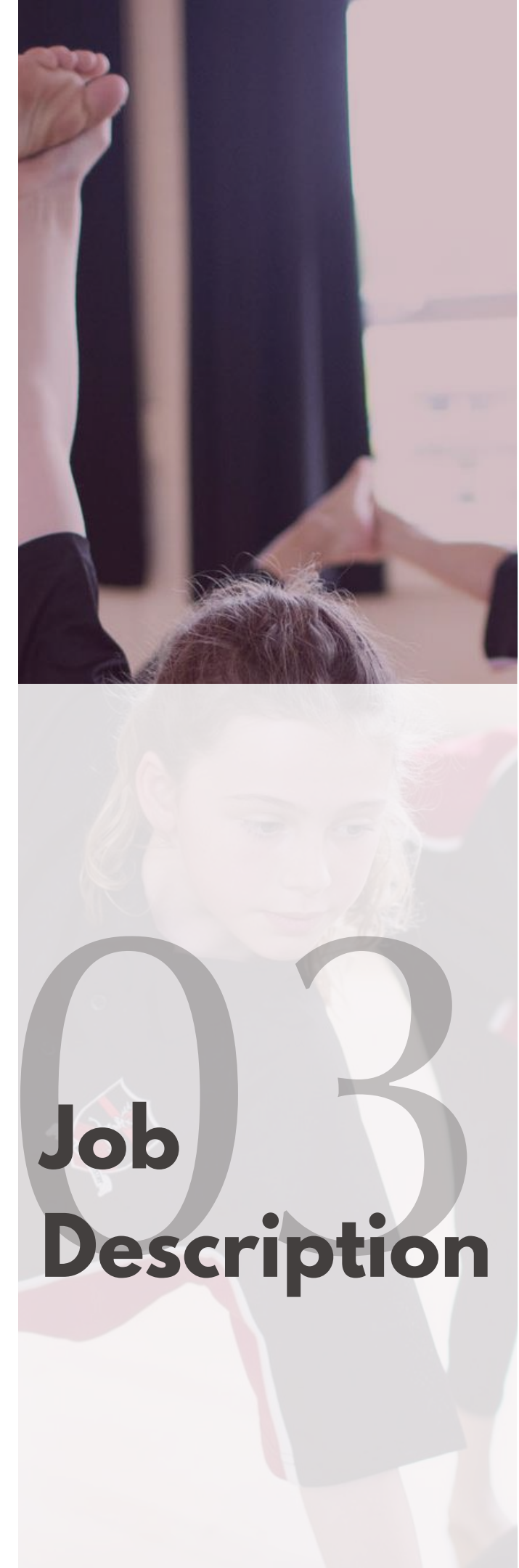
- Develop and own a Trust vision for ICT, incorporating vision into a Trust ICT Strategy
- Align IT infrastructure with current and future business requirements and goals and own the Trust 3 Year ICT Development Plan
- Assure that IT activities are within the limits of applicable laws, codes and regulations
- Identify future challenges in the IT landscape and developing mitigation strategies
- Oversee ICT departmental budgeting and forecasting within the organisation

Data Protection

- Act as the Data Protection Officer for the Trust, supporting individual Academy Data Protection Leads and reporting Data Protection information to the Trust Executive Board
- Have overall responsibility for the delivery and management of Central Office services for the Trust

Marketing and Communications

- Develop the marketing and communications strategy for the Trust in line with Trust objectives
- Co-ordinate marketing campaigns with individual academies, to include creation and publication of marketing material in line with the Trust's strategy
- Oversee the Trust and individual academies complaints procedures and to support school leaders with individual complaints, where necessary



04

Person Specification

The skills, qualifications, attitudes and associated professional experiences essential for the role of Director of Operations are:

REQUIREMENT	ESSENTIAL	DESIRABLE
Qualifications & Experience		
Degree or equivalent in Business, Leadership & Management or particular operational discipline (HR, ICT etc)	✓	
Evidence of Post Graduate study		✓
At least five years' experience of leading complex teams	✓	
Personal Skills		
Highly motivated, dependable, open and reliable	✓	
Excellent verbal and written communication skills.	✓	
A positive, proactive and innovative approach to problem solving and decision making	✓	
Commitment and loyalty to the organisation and its values	✓	
Depth of character and mature leadership skills	✓	
Knowledge & Skills		
Leading and motivating teams, particularly through periods of change	✓	
Proven people management skills; leading, motivating, mentoring, restoring efficiency and disciplinary.	✓	
Able to identify, define and quantify risk	✓	
Considerable experience in managing and engendering health and safety culture	✓	
Proven ability to manage and prioritise workloads	✓	
Proven ability to innovate and implement systems that work more effectively and efficiently	✓	
Ability to contribute effectively at a senior level to assist in shaping and developing the organisation into the future.	✓	
Ability to engage and communicate at all levels.	✓	
Ability to work on own initiative with minimal supervision	✓	
Ability to see projects through from start to finish managing time and tasks effectively	✓	
High level of IT skills	✓	
Ability to work under pressure	✓	
Additional Requirements		
This role involves working in regulated activity with children and an Enhanced DBS clearance is required for this position		
Full Driving Licence required		
Required to travel regularly to other offices and sites		
Able to work extended hours when necessary		



05 Application & Selection Process

To apply:

Thank you for your interest in this post. The closing date for applications is 12 noon on Monday 25 October 2021 and interviews will be held shortly after.

To assist you in your application this candidate information pack includes a job description, person specification and information on the Trust.

If you would like to be considered for the post, your application form should be returned to S.McNeill@theredhillacademy.org.uk and your accompanying letter should include:

- How your skills and experience have prepared you for the post
- Any examples of particular projects or initiatives that have had real impact
- What would be your priorities in the role
- What you see as the key operational challenges and opportunities for the Trust over the next few years.

If you need any further information, please contact Sarah McNeill, PA to the CEO, at S.McNeill@theredhillacademy.org.uk.

Finally, I would like to thank you for your interest in the post and look forward to receiving your application.

Andrew Burns
CEO

