



Operations and Project Manager

Job Title: Operations and Project Manager

Salary: Grade J NJC (£45,859)

Hours: 37 hours

Contract type: Full time permanent

Reporting to: Headteacher

Responsible for: Implementation of the school's operations development

Inspiring Futures through Learning (IFtL) is a family of schools who inspire all of our futures through learning together. At IFtL, we are never alone. We know we are stronger together – one united family striving for excellence for all, in everything we do.

Glebe Farm School is a brand new, purpose built and an authentic all through school, opening in September 2022. Located within the Glebe Farm development, our school will be the 'beating heart' of its new and developing community, serving students and young people who live in the Glebe Farm development and beyond.

We are excited to be recruiting an **Operations and Projects Manager** for our new school. The role holder will be a highly visible leader and role model of the vision and values of Glebe Farm School and Inspiring Futures through Learning Multi Academy Trust and will be a key part of the development and opening of the school for our first pupils in September 2022.

Key Responsibilities include:

- Be a member of the school's Leadership Team contributing to setting strategic and operational priorities
- Lead the delivery of projects and oversee the school's project portfolio (with initial focus on school opening and development projects)
- Lead and be responsible for the continuous development of the operations (Professional Services) functions within the school, ensuring appropriate structures are in place to deliver excellence in practice

Please see the job description for full details on this role.

The ideal candidate:

- Strong track record of successful operations and project management
- Awareness of understanding of key issues in relation to operations and risk management
- Experience and knowledge of the safeguarding agenda and its application in the educational setting Have experience of working collaboratively with colleagues and senior leaders.
- Able to engage and communicate effectively with a range of stakeholders, building relationships and modifying style as appropriate to the audience
- Successful experience in developing initiatives and managing complex changes across schools
- Computer literate and confident in the use of in the use of IT
- Entrepreneurial and ambitious with energy, charisma and ability to manage multiple activities
- Good sense of humour and the ability to create a working environment in which people work hard and enjoy being part of the team.
- Acts as an ambassador for the school and IFTL at all times with the authority to command the respect of current and prospective Heads and senior stakeholders

Inspiring Futures Through Learning is committed to safeguarding and promoting the welfare of children. All employees are expected to share this commitment, to follow the Trust's safeguarding policies and procedures and to behave appropriately towards children at all times, both in work and in their personal lives.

All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

At IFTL, we are relentlessly driven by our pursuit of excellence and high expectations of learning, behaviour and respect for every member of our community. We welcome the richness of diversity within our schools and our wider society, with equality for all being underpinned in all that we do.

As part of the Inspiring Futures through Learning Multi Academy Trust, successful candidates will have full access to our staff benefits package, including a bespoke CPD package, enhanced Maternity/Paternity/Adoption Leave, Employee Assistance Programme, LGPS Pension with significant monthly employer contribution. In addition, access to an Employee Benefits Scheme including a discount on gym memberships, cinema tickets, retail discounts, a cycle to work scheme and much more.

To view more information and the full job description and person specification please visit <https://www.iftl.co.uk/why-join-iftl/careers/>.

To apply, please download an application form, complete in full and return **along with a detailed cover letter** by email to recruitment@iftl.co.uk (CVs will not accepted).

If you would like to discuss the role further, please call Stephanie Boak on 01908 533283 or email: sboak@iftl.co.uk

Closing date for applications: 6pm Thursday 7th October 2021

Interviews: 14th October 2021

We will consider any reasonable adjustments under the terms of The Equality Act 2010, to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.