

## Operations and Project Manager

### Job details

**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

### Main purpose

The Operations and Project Manager is responsible for coordinating implementation of the school's operations development and projects. They will hold responsibility for the leadership and continuous development of operations functions and projects across the school ensuring the operations structure reflect best practice.

They will:

- Be a highly visible leader and role model of the vision and values of the school and IFtL
- 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

They will serve as a facilitator for school leaders on behalf of the Headteacher and Leadership team to ensure the many key interdependent pieces of work remain coherent to the school and its community and that there is consistency in the approaches used so that change initiatives are delivered successfully.

### Duties and responsibilities

#### Leadership and strategy

Take all decisions and actions in line with the vision and values of the school and IFtL, and encourage others to do the same.

Collaborate with the Headteacher and Leadership Team to set strategic priorities and define the strategic development plan.

Lead on the delivery of the strategic development plan in relation to the operations and projects required.

Attend Leadership Team meetings and report to Governors and / or Trustees where appropriate.

As a member of the Leadership Team, support work to develop school budgets in line with strategic priorities and needs.

Develop and maintain strong relationships with internal and external stakeholders, including our strategic partner 5 Dimensions Trust, representing the school and IFtL.

Leading, developing and holding to account Professional Services (operations) colleagues to deliver high quality performance and practice within appropriate organisational structures.

### **Portfolio management**

Provide advice and guidance to the Headteacher on all aspects of the operations of the school.

Work with key operational leads within IFtL core team to define, lead and manage appropriate Professional Services structures to deliver continued excellence in:

- HR
- ICT and data services
- Estates Management
- Procurement and contract management
- Data Protection
- Community engagement and marketing of community facilities
- Administration services
- Policy management

Lead, and support others to lead, the delivery of strategic and operational projects using project management practices including:

- Planning
- Progress reporting
- Risk management
- General project management advice

### **School opening (interim project)**

Work with the Headteacher, IFtL and wider project stakeholders to ensure the readiness of the school for opening in September 2022.

Represent the school in the project delivery meetings with the build and design team weekly.

With support from the IFtL core team, be responsible for leading, collating and /or reporting progress on the delivery of project workstreams within such areas as (not limited to):

- Community engagement and marketing
- Admissions
- Recruitment of colleagues to appropriate structures that will grow with the school
- Procurement of resources required

Support the Headteacher and Executive Management Team in ensuring interdependent project workstreams are identified, co-ordinated and progress reported.

Liaise with partners and stakeholders regarding information sharing, project meetings and progress reporting.

### **Other information**

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.

**The school / IFtL reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.**

**Person specification**

Criteria	Essential	Desirable	Assessed by <i>A – Application</i> <i>I – Interview</i> <i>T – Testing</i> <i>R - Reference</i>
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Track record of success of senior leadership and strategy development within a comparable organisation</li> <li>• Strong track record of successful operations and project management</li> <li>• Track record of successful leadership of professional / operations services and / or multi disciplinary teams</li> <li>• Awareness of understanding of key issues in relation to operations and risk management</li> <li>• Proven success in building effective partnerships and links with internal and external stakeholders</li> <li>• Experience and knowledge of the safeguarding agenda and its application in the educational setting</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of a senior level role within the education sector</li> <li>• Experience of working effectively with a Board / Governing Body</li> <li>• Data Protection experience</li> </ul>	A, I, T, R
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to build a positive organisational culture, encourage reflection, delegate responsibility appropriately, build teams, strive for continuous improvement and inspire staff to achieve their full potential</li> <li>• Able to engage and communicate effectively with a range of stakeholders, building relationships and modifying style as appropriate to the audience</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of funding, regulatory and the legislative environment of academies and Multi Academy Trusts</li> <li>• Knowledge of educational policy developments and implication for in-school practices</li> <li>• Awareness of child protection guidelines as they impact upon the non-teaching functions</li> </ul>	A, I, T

	<ul style="list-style-type: none"> <li>• Results focused with the ability to work proactively, plan, organise, optimise resources and complete targets within agreed timescales</li> <li>• Skilled in strategic planning and able to deliver a culture of outstanding performance to achieve targets</li> <li>• Successful experience in developing initiatives and managing complex changes across schools</li> <li>• Facilitating collaboration and innovation, challenging, motivating and inspiring others to improve outcomes and inspiring us to greater heights</li> <li>• Ability to present engagingly to a variety of audiences with confidence in an authoritative and persuasive manner</li> <li>• Computer literate and confident in the use of in the use of IT</li> </ul>	<p>within the school. General health and safety throughout the school.</p> <ul style="list-style-type: none"> <li>• Knowledge and experience of Employment law, HR management and policies.</li> <li>• Good understanding of Health and Safety requirements within schools</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Entrepreneurial and ambitious with energy, charisma and ability to manage multiple activities</li> <li>• Ability to find innovative solutions to complex problems</li> <li>• 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</li> <li>• A creative and positive mind-set</li> <li>• Personal strength of character through transparency, integrity and fairness</li> <li>• Resilient attitude with the ability to learn from criticism/failure</li> <li>• Good sense of humour and the ability to create a working environment in which people work hard and enjoy being part of the team.</li> </ul>	<ul style="list-style-type: none"> <li>• Influencing skills with colleagues, Governors and others in relation to change management</li> </ul>	I, T, R

<b>Other</b>	<ul style="list-style-type: none"><li>• A commitment to uphold and promote equality of opportunity</li><li>• Demonstrates an understanding of Safeguarding issues relevant to the post</li><li>• A deep commitment to the vision, values and aims of the Trust</li></ul>		I, R
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