



**Triumph
Learning Trust**

Applicant Information Pack



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Job Advert in Brief

Operations Manager

Working Weeks: 41 weeks per year

Hours: 37 hours per week

Salary: Grade 6 £33,699 - £39,862 FTE
(Pro rata £30,740 - £36,362)

Courthouse Green Primary School

7 Sewall Hwy, Coventry, West Midlands, CV6 7JJ

02476 688022

cgadmin@triumphtrust.co.uk

www.courthousegreen.org

Courthouse Green Primary School and Alderman's Green Primary School are seeking to appoint an Operations Manager to work across both schools.

Working with the Headteachers and Trust team, the Operations Manager will lead on day-to-day operations, including premises, administration, finance, and compliance, ensuring safe, well-organised environments that support teaching and learning.

Both schools are committed to professional development and offer opportunities for staff to grow and develop their skills.

The Operations Manager application form and supporting documents for this post are available on the school website, vacancies page:

<https://www.courthousegreen.org/about-us/vacancies/>

Curriculum Vitae (CV) are not accepted.

The school is committed to safeguarding, promoting the welfare of children and to equality of opportunities. **An enhanced DBS will be required for the post.**

Closing Date: Monday 02nd March 2026, 12pm



“Coming together is a beginning; staying together is progress; working together is success”

Dear Applicant,

We invite you to come and join Triumph Learning Trust, a community where everyone will flourish and succeed through collaboration, innovation and aspiration. Creating together a place where all belong whilst celebrating the unique identity of each individual.

We're incredibly proud of the work that we do for our pupils and we're proud of how we do it. Our 5 exceptional schools have their own unique identity underpinned by the principle that relationships are at the heart of everything we do. We exist to transform the life chances of our children and young people. Every decision we make is about the children and young people we serve, their learning experience and their personal development.

Our strength lies in our commitment to collaborate and share excellent practice between all our schools. We believe that the best schools are those that offer the best development opportunities to staff. We believe in the retention of our staff, of developing them through high quality CPD and sustaining them through a wide range of opportunities.

Triumph Learning Trust provides an efficient, effective shared services team who are able to be highly responsive to the needs of our schools. School Improvement is key and we endeavour to ensure the highest proportion of our expenditure is focused on providing highly effective CPD for all of our staff.

We believe that accessing the best training, the best coaching, the latest research, the best practice, locally, nationally and internationally... gives us the best opportunity to succeed now and everyday.

We hope that you will take the opportunity to find out why working for Triumph Learning Trust is a positive career decision for you.



Sarah Malam

Chief Executive Officer, Triumph Learning Trust



Triumph Learning Trust came into existence on 1st September 2024. We uphold the principles of collaboration, innovation and aspiration. We believe that everyone is welcome in our schools with a 'no limits' culture. We are committed and determined to enable all of our learners to be ambitious and optimistic for their future.

Our success is driven by a commitment to relentlessly working to improve standards. The Trust has two partner primary schools in Coventry and two primary and a secondary school in Rugby. We look forward to working with other schools who share our values and ambition.

We believe that an aspirational and inspirational education is the right of every child.

Our Trust was created with one sole aim. For member schools to deliver, through partnership and collaboration, an outstanding learning experience for all children so they flourish and thrive enabling them to achieve their own individual excellence.

We have a strong board of committed and passionate Trustees and Members who work closely with schools and their Local Accountability Boards to challenge and support leaders in all that they do.

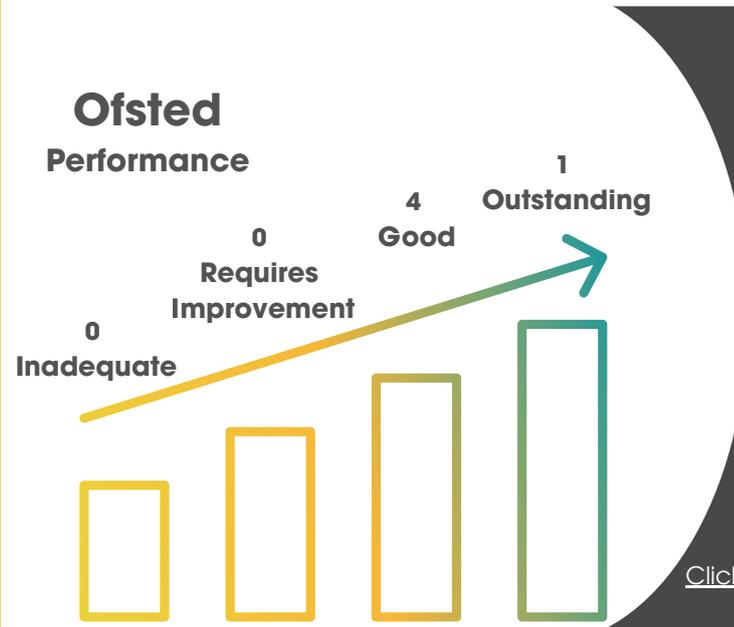
We strive to maintain schools which will retain their own independent culture and ethos whilst operating within a strategic partnership to improve quality, share best practice and operate effectively and efficiently.



- Rugby Free Primary School
- Rugby Free Secondary School
- Courthouse Green Primary School
- Alderman's Green Primary School
- Cawston Grange Primary School

Triumph Learning Trust: Working with Partners who share our ambition to innovate in an inclusive environment

<p>464+ Employees</p>	<p>5 Schools and Counting</p>	<p>3,171 Students</p>	<p>16 Trustees / Members</p>	<p>4 Resource Provisions for SEND</p>
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- “ Leaders take action to ensure that pupils who need help, get the support they need. ”
- “ All pupils, including those with special educational needs and/or disabilities (SEND), achieve exceptionally well. ”
- “ Pupils develop an informed understanding of global issues and show high levels of respect and consideration for others. ”

[Click here for Ofsted Reports to Triumph Learning Trust Schools](#)



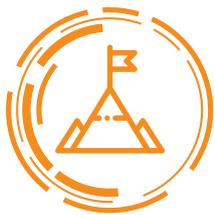
Strategic Framework

The Vision, Mission and Values ensure the Trust are aligned and working toward long-term goals and objectives.

Aspiration

Innovation

Collaboration



Mission

Achieving quality and resilience in all that we do.



Vision

Triumph Learning Trust, a community where everyone will flourish and succeed through collaboration, innovation and aspiration. Creating together a place where all belong whilst celebrating the unique identity of our schools.



Values

Aspiration



Innovation



Collaboration





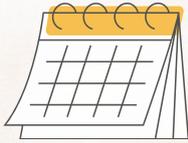
Family Friendly Leave

Enhanced Maternity, Paternity, Adoption Leave



Lifestyle Discounts

e-vouchers, gift cards, top up cards, discount codes, local discounts



Annual Leave

Support Staff, 25 days per year, plus bank holidays



Home and Electronics Scheme

Salary sacrifice scheme: Buy up to 1000s of items fulfilled by Currys, Decathlon, John Lewis & Partners etc.



Cycle to Work Scheme

Salary Sacrifice scheme: Savings on bike/bike equipment



Gym Membership

Salary sacrifice scheme: Save and spread the cost of annual health club memberships.



Discounted EV Charging

Savings on electricity charging rates to employees whilst at the school with these facilities.



Discounted Use of School Facilities

We work with Community Lettings UK to manage community use of facilities at its schools.



Refer a Friend Scheme

Our scheme entitles you to receive £250.00 per referral



Private GP Services

24/7 online private GP services, available to employees and dependents. (not partners or spouses)



Outstanding Pension Scheme

Auto enrolment into either the Local Government or Teacher Pension Schemes.



Employee Assistance Program

24/7 in the moment support via telephone helpline.



Eye Tests

Free eye tests for all employees through Specsavers Corporate Voucher Scheme, with £50 credit towards glasses.



Continuous Professional Development

Enhancing employees skills and knowledge through regular training, education and learning opportunities.





Dear Applicant,

We warmly welcome you to Courthouse Green Primary School—a place where children are at the heart of everything we do! We encourage you to explore our website to learn more about our school.

At Courthouse Green, our priority is to provide every child with exceptional learning experiences. Working in partnership with families, we create an inclusive and supportive environment where every child feels valued, inspired, and determined to succeed. Our curriculum nurtures curiosity, creativity, and perseverance, empowering students to become confident, resourceful learners who embrace challenges and collaborate effectively.

One of our aims are to provide all learners with clear, high quality, engaging opportunities that enable them to make rapid gains in their learning and develop the skills, knowledge and attitudes that will ensure they are successful throughout their schooling.

Our high expectations extend to both staff and pupils, fostering an ambitious vision in which everyone strives to reach their full potential. We take pride in being a happy, inclusive, and nurturing school community. Our engaging curriculum encourages children to express their views, develop a strong sense of respect and tolerance.

Students are active participants in their learning, reflecting on their progress and setting goals for improvement. We cultivate a growth mindset, helping children embrace mistakes as valuable learning opportunities while developing the resilience to persevere and succeed. If you are passionate about making a difference in children's lives and shaping their future, we would love for you to join our team!

Warm regards,



J. Burbidge

Headteacher, Courthouse Green Primary School



Dear Applicant,

We warmly welcome you to Alderman's Green Primary School—a place where every child is valued, supported, and inspired to reach their potential! We invite you to explore our website to discover more about our vibrant school community.

At Alderman's Green, we are committed to providing outstanding learning experiences for all children. Working closely with families, we foster an inclusive, nurturing environment where students feel confident, motivated, and empowered to succeed.

Our curriculum is designed to spark curiosity, creativity, and perseverance, helping children become independent, resilient learners who embrace challenges and collaborate with others.

Our goal is to offer all learners engaging, high-quality opportunities that allow them to make strong progress and develop the skills, knowledge, and attitudes they need to thrive throughout their education.

We maintain high expectations for both staff and pupils, promoting a culture of ambition and excellence. Our school community is proud to be welcoming, supportive, and inclusive. Through a rich and engaging curriculum, children are encouraged to express themselves, develop respect and tolerance, and take an active role in their learning journey. Students regularly reflect on their progress, set personal goals, and approach challenges with a growth mindset. We celebrate learning from mistakes and build resilience, helping children persevere and achieve success.

If you are passionate about making a positive impact on children's lives and helping shape their future, we would love for you to become part of our team at Alderman's Green Primary School!

Warm regards,



J. Tegerdine

Headteacher, Alderman's Green Primary School





COURTHOUSE GREEN PRIMARY SCHOOL

Courthouse Green Primary School

aims to provide all learners with clear, high quality, engaging opportunities that enable them to make rapid gains in their learning and develop the skills, knowledge and attitudes that will ensure they are successful throughout their schooling.

To provide all staff with the skills, knowledge, confidence and strategies to create innovative learning opportunities that enable the children they teach to make rapid gains in their learning.

At the heart of our principles for effective learning are a clear understanding of what our children can do, what they need to learn and the power of explicit feedback to enable them to improve.

At the heart of our principles for effective learning are a clear understanding of what our children can do, what they need to learn and the power of explicit feedback to enable them to improve.





ALDERMAN'S GREEN PRIMARY SCHOOL

Alderman's Green Primary School

believe that every child can achieve their goals if we work together with families to give children the very best education.

We strongly believe in the power of positive relationships and will support children to develop these relationships, with both teachers and friends, that will help them be successful learners and to thrive in all aspects of school life. We want to ensure that we use every moment for children to be the very best that they can be.

Our strap line at Alderman's Green Primary is "Alderman's Green: where we believe in everyone and everyone believes in us". Our curriculum and Core Values support all of our children to develop a confidence in themselves and their abilities, knowing they can achieve their goals showing resilience and a pride in their achievements.



Job Description



OPERATIONS MANAGER

Schools	<ul style="list-style-type: none"> Courthouse Green Primary School Alderman's Green Primary School 				
Work Pattern	Monday Alderman's	Tuesday Alderman's	Wednesday Courthouse	Thursday Courthouse	Friday Courthouse
Hours	37 hours per week, 41 weeks per year				
Salary	Grade 6	£33,699 - £39,862 FTE (£30,740 - £36,362 pro rata)			
Reporting to	Headteacher (day to day) and Trust Central Team				
Line Management	Administrative staff, site/premises staff				
Start Date	13th April 2026				

Main Duties and Responsibilities

Operational

- Conduct regular site walks with the Site Officer to review safeguarding, security, cleaning standards, and immediate health and safety concerns
- Respond to urgent emails and incidents, and manage parent escalations and staff absence issues as they arise
- Oversee admissions and in-year transfers
- Ensure the accuracy of MIS data (including Arbor and attendance monitoring)
- Maintain and spot-check the Single Central Record
- Manage HR administration including DBS tracking and staff onboarding/offboarding
- Support the administrative team by prioritising workflows and tasks

HR / Compliance & Safeguarding

- Monitor staff absence and undertake trigger checks
- Liaise with the Trust HR Team
- Carry out personnel file audits
- Ensure safeguarding compliance including SCR and training records
- Maintain accident logs, near-miss reports
- Maintain Smartlog updates.

Finance & Contracts

- Process requisitions and approvals
 - Monitor budgets for site-based cost centres
 - Track wraparound income
 - Review the performance of key contracts including cleaning, catering, and lettings.
-

Leadership

- Conduct line management meetings with administrative and site staff
- Coordinate contractors and external providers
- Oversee planned maintenance programmes
- Review risk assessments and implement site improvement actions

Parent

- Manage parent complaints and escalations
- Oversee wraparound staffing, compliance, and outstanding payments
- Conduct checks on external providers, including clubs and coaches
- Act as liaison for inclusion and family support services

Review and Planning

- Update and maintain actions log
- Prepare and share cross-site handover notes
- Perform updates across Trust systems

Weekly Actions at Alderman's Green and Courthouse Green Primary Schools

- Conduct thorough SCR compliance audits
- Supervise the administrative team and coordinate workflow
- Oversee admissions processes
- Perform financial checks and authorize approvals
- Carry out site inspections and prioritize premises issues
- Manage wraparound services and operations
- Resolve parent escalations effectively
- Monitor workforce attendance and staff absences
- Oversee contractors and facilities management
- Verify accuracy of MIS data
- Track budgets and manage procurement
- Line-manage operational staff
- Support the Headteacher in operational planning

Monthly Actions at Alderman's Green and Courthouse Green Primary Schools

Compliance & Statutory

- Assist with policy updates and approvals
- Conduct full SCR audits for each school
- Review health & safety compliance via Smartlog
- Oversee fire drills and evacuation procedure reviews
- Check staff training compliance
- Perform GDPR audit spot checks

Finance

- Review monthly budgets with Headteachers
- Monitor income and outstanding debts from wraparound services and lettings
- Evaluate contract performance
- Plan and manage procurement activities

HR

- Analyze staff absence trends
- Plan staffing changes and recruitment needs
- Conduct scheduled appraisals or supervision sessions
- Prepare Workforce Census data, as required

Term- Based (Oversight)

- Prepare School Census submissions
- Lead annual budget setting
- Plan and review site conditions
- Support strategic operational planning with Headteachers
- Review contracts and evaluate service provision

Trust

- Monitor Trust compliance, including SCRs, staff training, and health & safety
- Review policies and ensure proper implementation
- Update and validate records on Get Information About Schools
- Manage data protection actions, including Subject Access Requests and live Freedom Of Information requests

Meetings

- Estates and Compliance Manager
- Collaborate with CFO on budget monitoring and audit preparation
- Coordinate with Trust HR Team on staffing matters
- Lead Trust-wide projects focused on growth, systems, and consistency

Reporting & Strategic Support:

- Standardise processes across AG & CHG
 - Provide input on marketing, branding, and communications
 - Plan and implement Trust-wide training or procedural changes
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Safeguarding

- To ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders
- To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy
- To identify students who may benefit from early help as soon as possible and discuss this with one of the Designated Safeguarding Leaders
- To consider at all times what is in the best interests of the child
- To protect students from maltreatment; preventing impairment of student's health or development; ensuring that students grow up in circumstances consistent with the provision of safe and effective care
- To take action to enable all students to have the best outcomes

Other Specific Duties

- To continue personal development as agreed
 - To engage actively in the performance review process
 - Establish and maintain effective relationships and communication with staff, parents and students
 - Uphold the high standards of the school in all communications.
 - Adhere to the schools policies.
 - Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken may not be identified
 - 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
 - Employees are expected to adhere to Courthouse Green's Primary School and Alderman's Green Primary School agreed Code of Conduct
 - The school 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
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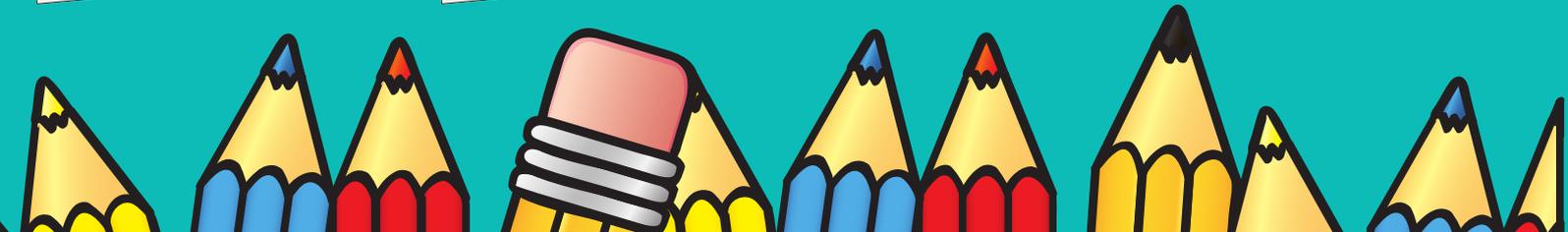
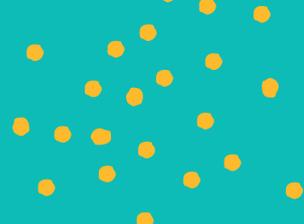
Generic Responsibilities of all Courthouse Green Primary School and Alderman's Green Primary School

- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or comes into contact with. Part of this responsibility involves the checking of visitor identification at the point of school entry and the issuing of relevant safeguarding information.
- Ensure all tasks are carried out with due regard to Health and Safety; To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required.
- The Trust will take all reasonably practicable steps to ensure the health, safety and welfare of all employees and any other person that enter the school or are affected by the activity undertaken, in line with statutory compliance. All employees are required, to adhere to the Trust's policy's and procedures to protect themselves and others around them. Health and safety does not stand alone, it is embedded into daily practice, in line with relevant health and safety legislation, safeguarding and Ofsted requirements.
- To remain confidential at all times
- To undertake appropriate professional development including adhering to the principle of appraisal
- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school
- To set an example of personal integrity professionalism

Person Specification



Attributes	Essential It is essential candidates can provide evidence of:
Qualifications	<ul style="list-style-type: none"> • Relevant administrative, business or operations management qualification • Evidence of continuous professional development • Health & Safety knowledge or training
Experience	<ul style="list-style-type: none"> • Experience of managing administrative, financial or operational systems in a school or similar setting • Experience of line managing staff and coordinating teams • Experience of HR processes including recruitment, payroll changes, and maintaining confidential records • Experience of premises or facilities management • Experience overseeing service contracts and/or working with external providers • Experience maintaining management information systems and producing statutory returns
Skills and Abilities	<ul style="list-style-type: none"> • Strong organisational and time-management skills • Ability to prioritise and manage a varied and demanding workload • Excellent communication skills, both written and verbal • Ability to build effective relationships with staff, parents, pupils and external agencies • Confident using IT systems including MIS, HR systems, and financial software • Ability to interpret policies and apply them consistently • Ability to lead teams and support staff wellbeing • Ability to maintain confidentiality and handle sensitive information appropriately
Skills	<ul style="list-style-type: none"> • Good communication and listening skills; able to relate well to children and adults • Ability to operate technological equipment (computers, digital cameras, video, photocopiers) • Ability to work under direction and use initiative where appropriate • Ability to solve straightforward problems and respond to unforeseen circumstances • Ability to assist in classroom management, including pupil behaviour and resource preparation
Personal Attributes	<ul style="list-style-type: none"> • Professional, approachable and supportive manner • Commitment to the school's values, inclusive ethos and child-centred approach • Proactive, flexible and solution-focused • Resilient under pressure with a positive attitude • High level of integrity, reliability and attention to detail





If you feel that you could bring further impetus to our drive to improve the provision for our students and have the necessary energy, enthusiasm and sense of humour to take us forward at this exciting time, then please get in touch.

To arrange an informal discussion or visit to the school, please contact:

School Enquiries



02476 688022



jburbridge@triumphlearning.org



www.courthousegreen.org

Feel free to contact HR if you have any questions regarding the recruitment process, require further information about the position, or need assistance with your application.

HR Enquires



02476 688918



hr@triumphlearning.org



triumphlearning.org

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.

The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition. This job description is current at the date shown but in consultation with the post holder may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

We reserve the right to withdraw this vacancy at any time.

Triumph Learning Trust is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check. Triumph Learning Trust are always happy to receive speculative applications from excellent teachers and support staff.

All teachers are subject to the conditions of employment set out annually in the School Teachers' Pay and Conditions Document (STPCD). This job description reflects the National Standards for Teachers which are used by the school alongside our own agreed Career Stage Expectations.



Anderson Avenue | Rugby | Warwickshire | CV22 5PE | 02476 688918

 www.triumphlearning.org  facebook.com/TriumphLearningTrust  [triumph-learning-trust](https://linkedin.com/company/triumph-learning-trust)  [triumph_learning_trust](https://instagram.com/triumph_learning_trust)

