



KING'S LEADERSHIP
ACADEMY HAWTHORNES

OPERATIONS MANAGER

RECRUITMENT PACK

PART OF



GREAT SCHOOLS
TRUST



MESSAGE FROM THE CHIEF EXECUTIVE OFFICER



Thank you for your interest in a position within the Great Schools Trust family of schools. The Great Schools Trust is an education charity with a proven track record of successful school start-up and improvement.

The Trust is a highly innovative, inspirational and ambitious organisation, transforming the lives of children and young people through its unique, values-driven approach to education.

We are seeking an outstanding candidate who can realise the highest quality of services to support our educational vision, strong leadership and effective support to colleagues, enabling the Trust to achieve the best possible outcomes for students. This is an exciting and very rewarding role and we look forward to receiving your application.

Yours faithfully

Shane Ierston

CEO

OUR VISION

To develop a family of Great Schools that allow all students, irrespective of starting point or background, to access university or a career of their choice and succeed in life.



PRINCIPAL'S WELCOME

Our school is part of The Great Schools Trust, a small but growing multi-academy trust situated in the Northwest of England. There are currently five Kings Leadership Academy secondary schools within the Great Schools Trust in Warrington, Liverpool and Bolton, three primary schools and an alternative provision school, with plans ongoing for further expansion of the Trust.



Why King's Leadership Academy Hawthornes?

We are a growing school of committed, friendly staff, a cohort of students who are polite, enthusiastic and keen to learn right across the curriculum. We are a school centred in our **Aspire Values of Achievement, Aspiration, Self-awareness, Professionalism, Integrity, Respect and Endeavour**. It is these values that drive our behaviours and relationships, a 'lingua franca' that helps to bind our community together. An inspector captured the mission of the school when he observed that we were 'building better people,' something we are proud of.

Our aim is to provide a curriculum for our students that enables them to access real knowledge and a chance to progress to high-quality higher education or training. We also aim to create an enriched offer that provides cultural capital for all our students, irrespective of their personal circumstances. We also privilege diversity and inclusivity and pride ourselves on the welcome we give every student and their families.

We tackle disadvantage rigorously. We provide every student with a Chromebook, free breakfast and breaktime food, free residential experiences to build self-esteem and teamwork, and free opportunities to join the Duke of Edinburgh scheme. We have won national recognition for Combined Cadet Force sponsored by the Royal Marines. No student is left behind and we remove barriers to learning at every opportunity.

We take the development and well-being of our staff equally as seriously.

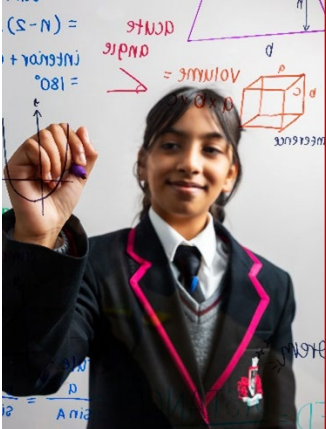
People Centred Leadership lies at the core of our vision and mission. Every member staff has an opportunity each week for personalised support, feedback and career development. We have a slightly extended day to support an early Friday Finish and two CPD sessions for all staff per week. This collaborative approach has allowed the Trust to develop a common curriculum and strong assessment policies that allow staff to focus on work life balance and having the energy to focus on the classroom, not clutter beyond it.

These approaches have led to extremely high levels of staff retention and attendance. It is place where people want to teach, where parents want to send their children and where children want to study. Everyone is provided with a laptop, and we invest in state-of-the-art ICT infrastructure for every classroom. If you are interested in a post at King's Leadership Academy Hawthornes, I strongly recommend you come to Bootle and see the work we do for yourself. Please email Michael Aitken at m.aitken@kingshawthornes.com to arrange a tour. We are situated in Bootle, two miles from Liverpool city centre. The school is within Sefton local authority.

I look forward to meeting you.

Andrea St John

Principal



Operations Manager

Salary: NJC Pay Scale PO2 Point 29 £39,862 – 32 £42,839

Contract: Permanent

Hours: 37 hours per week, All Year Round

Location: King's Leadership Academy Hawthornes

Reporting to: Principal/SLT

Working at King's Hawthornes

King's Leadership Academy Hawthornes is seeking to appoint an ambitious, proactive, and enthusiastic Operations Manager to join our dedicated team. We are seeking an individual who takes pride in supporting a culture of high expectations, ensuring operational excellence, and who brings credibility through previous experience and a demonstrable impact in a similar role.

As a growing school with committed, friendly staff and students who are polite, enthusiastic, and keen to learn, we recognise the importance of strong and efficient operational systems in enabling all students to reach their full potential across the curriculum.

At King's Leadership Academy Hawthornes, our Aspire Values of Achievement, Aspiration, Self-awareness, Professionalism, Integrity, Respect, and Endeavour underpin everything we do. These values shape our behaviours and relationships and provide a shared language that binds our community together. As one inspector described, we are proud to be "building better people."

We wish to appoint a highly motivated individual who shares our vision of making all students successful citizens of tomorrow, ensuring that school operations are robust, efficient, and supportive of teaching and learning. The successful candidate will oversee the smooth running of administrative, financial, and site operations, ensuring that systems and processes are effective, compliant, and aligned with the school's strategic priorities.

Visits to our academy are warmly welcomed and encouraged before applying for this post.

Key Benefits

- A trust that prioritises the well-being of its staff
- Flexible working opportunities
- Highly competitive salaries
- Access to the Teacher Pension Scheme and Local Government schemes
- Generous holiday entitlement of 30 days for support staff
- BUPA Employee Assistance Programme which provides access to tools to help manage well-being, along with services such as counselling and access to a child and dependent care helpline
- Good occupational sickness and maternity/paternity schemes
- A unique approach to Performance Leadership
- A commitment to personal and professional development with training and support for each staff member
- The opportunity to develop your career within and across the Trust academies
- Salary sacrifice scheme - Cycle to Work.





Job Purpose

To provide high-quality operational leadership and management across all non-teaching functions of the Academy, ensuring that systems, processes and resources are efficient, compliant, and aligned with the school's strategic vision.

The post holder will be a key member of the Senior Leadership Team, contributing to the effective day-to-day running of the Academy and the achievement of its Aspire Values – Achievement, Aspiration, Self-awareness, Professionalism, Integrity, Respect, and Endeavour.

Job Description

Strategic Leadership and Governance

- Provide operational leadership as a member of the Senior Leadership Team, attending and taking minutes of meetings as well as contributing to strategic planning and decision-making.
- Prepare reports, data, and evidence for Governors, Trust leaders, Ofsted, and external auditors.
- Ensure Trust and statutory policies are implemented, reviewed, and communicated effectively.
- Support audit and compliance processes, maintaining high standards of accountability and transparency.
- Contribute to the continuous improvement of Academy systems and the achievement of strategic priorities.

Human Resources / People Management

- Provide strategic and operational leadership for all HR administration and processes, ensuring the effective recruitment, onboarding, and induction of staff in line with Trust policies and safer recruitment practices.
- Oversee the day-to-day HR operations, including absence management, completing and planning efficient cover arrangements, ensuring minimal disruption to service delivery.
- Lead and support all absence, disciplinary, capability, and grievance procedures, ensuring timely interventions, accurate documentation, and compliance with statutory and Trust requirements.
- Provide professional and timely HR advice to the principal, staff, and line managers across the full range of people management matters, escalating complex or high-risk cases to the Trust's central HR team when necessary.
- Act as a strategic HR partner and mentor to the local Primary School, supporting policy implementation, effective staff relations, and the sharing of best practices.
- Line manage the Office Manager, administrative team, Site Manager, and Cleaning staff, modelling the Trust's People-Centred Leadership approach and ensuring clarity of expectations and delivery.
- Lead, manage, and develop support staff, promoting a culture of wellbeing, collaboration, and continuous professional growth.
- Maintain accurate, confidential, and compliant staff records (both electronic and physical) in accordance with data protection legislation and Trust policy.



- Oversee the maintenance and auditing of the Single Central Record, ensuring full compliance with statutory safeguarding obligations.
- Liaise effectively with the Trust's central HR team on staffing matters, ensuring consistency in policy application and effective resolution of HR queries.
- Ensure all required pre-employment checks, including DBS, medical clearance, and reference verification are completed in full prior to start dates.



Finance

- Oversee day-to-day financial administration, ensuring purchase orders, delivery notes, and invoices are authorised and submitted to the Central Finance Team.
- Ensure effective use of MCAS for trips and events to minimise cash handling.
- Record and forward all cash and cheque payments to the Central Finance Team.
- Maintain a petty cash log and ensure academy credit card use complies with policy.
- Support the Principal in monitoring expenditure against allocated budgets and in preparing financial reports for Governors and Trust officers.



Facilities and Health & Safety Management

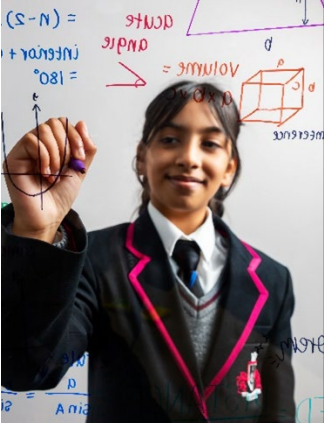
- Lead and oversee the work of premises, cleaning, and catering teams to ensure a safe and efficient working environment.
- Manage daily Health and Safety operations, including risk assessments, hazard identification, and compliance monitoring.
- Work with the Trust's Director of Capital Programmes, Estates and Facilities to support estate development, maintenance, and refurbishment projects.
- Maintain an up-to-date asset register and ensure maintenance schedules are implemented.
- Oversee catering operations, ensuring food hygiene and health standards are met.
- Produce monthly Health & Safety, maintenance expenditure, and utility usage reports.
- Promote environmentally responsible and sustainable practices, including recycling, energy efficiency, and carbon reduction.
- Lead on business continuity, emergency planning, and critical incident response.
- Contribute to maintaining and reviewing the school's risk register.



Administration and ICT Systems

- Manage the administrative function of the school, including reception, reprographics, ICT facilities, telephony, and records management.
- Oversee the implementation and maintenance of management information systems (e.g. Bromcom, MCAS, CPOMS, HR, and Finance systems).
- Ensure accurate data management, storage, and reporting in line with GDPR requirements.
- Supervise policy management and ensure current versions are available on the school website.
- Manage ordering and distribution of uniform and equipment.
- Serve as a key point of contact during capital works or major operational projects.





Events and CPD

- Coordinate and oversee the organisation of whole-school events, including Open Evenings, Awards Ceremonies, Parent Information Evenings, and Trust-wide initiatives.
- Support the planning and logistics of staff and student events, ensuring smooth delivery and compliance with Health & Safety procedures.
- Maintain an annual events calendar in consultation with SLT.
- Lead and coordinate CPD programmes for support staff, ensuring statutory and professional training requirements (e.g. Safeguarding, H&S, First Aid, GDPR) are completed.
- Liaise with SLT to record, monitor, and evaluate CPD participation and impact.
- Support the scheduling and administration of Trust and school INSET days.

Data Protection (GDPR)

- Liaise with the Trust's Data Protection Officer to ensure compliance with GDPR and data protection legislation.
- Ensure all staff understand their data protection responsibilities.
- Lead the local management of data breaches, including reporting and investigation.
- Promote a culture of data security and confidentiality across all areas of the school.

School Census and Management of Information

- Lead on the completion of school and staff census returns, ensuring accuracy and compliance.
- Provide accurate reports and data analysis for SLT, Governors, and the Trust.
- Support student progress tracking and use data to inform operational and strategic planning.
- Maintain accurate and up-to-date student and staff records for monitoring and statutory reporting.

Admissions

- Line manage staff responsible for admissions into Year 7 and in-year transfers, ensuring all processes are completed efficiently through Bromcom.
- Oversee and support colleagues who manage student groupings and timetables, ensuring accuracy and smooth integration for new pupils.
- Lead the team responsible for new student induction, including uniform provision, communications, and event coordination, ensuring a positive transition experience.
- Manage and direct staff involved in the planning and delivery of open events and transition activities, maintaining high standards of organisation and engagement.

Communications and Marketing

- Communicate effectively with parents, carers, and external stakeholders.
- Oversee updates to the school website, ensuring accuracy and compliance with statutory requirements.
- Coordinate design, production, and distribution of promotional materials and key school literature.



- Maintain consistent messaging across communication platforms in line with Trust policy.
- Build and sustain positive relationships with the local community, partners, and external agencies.

Equality, Diversity, and Inclusion



- Promote equality of opportunity, diversity, and inclusion in all operational practices.
- Ensure policies and procedures reflect the school's and Trust's commitment to fairness and accessibility.
- Challenge discrimination and foster an inclusive, respectful culture for staff, students, and visitors.

Safeguarding and Child Protection



- King's Leadership Academy Hawthornes and the Great Schools Trust are committed to safeguarding and promoting the welfare of children and young people.
- All staff are expected to share this commitment and will be required to undergo an enhanced DBS check, provide suitable references, and complete all necessary pre-employment vetting.

Other Responsibilities

- Contribute to the wider life of the Trust and community through out-of-hours activities, events, and partnership work.
- Undertake any duties reasonably required by the Principal or Chief Executive.
- This job description may be reviewed and amended in consultation with the postholder to reflect organisational priorities or changes in the role.

General Statement

- The School Operations Manager plays a pivotal role in ensuring that all operational functions of the Academy support outstanding teaching, learning, and student outcomes.
- They will model professionalism, discretion, and integrity; lead by example; and work collaboratively to "build better people" through exceptional leadership, service, and support.





Person Specification

Education & Training

- Education to degree level (D)
- Working background in business, administration or HR (E)
- Experience of working in an educational environment (D)



Professional Qualities

- Excellent financial skills (E)
- Excellent ICT skills (E)
- Exposure and confidence of working with the Google Suite of Apps (Docs, Sheets, Slides etc) (D)
- Excellent interpersonal and communication skills (E)
- Excellent management and organisational skills (E)
- Excellent attention to detail (E)
- Ability to build effective working relationships with staff and other stakeholders (E)
- Ability to consult and negotiate with external agencies to reach the best outcome for the Trust (E)



Personal Qualities

- Ability to lead a team (E)
- Ability to work as a member of the leadership team (E)
- Ability to solve problems, make good judgements and take decisions (E)
- The ability to prioritise workloads and to work to given deadlines (E)
- Reliability, integrity and discretion (E)
- Willingness to constructively challenge the work of self and others to continually improve own and team performance (E)
- Work with initiative and creativity (E)
- Commitment to maintaining confidentiality at all times (E)
- Commitment to safeguarding and equality (E)
- Responsibility for own professional development and be willing to partake in further staff development (E)
- A team player with energy, commitment, enthusiasm and resilience (E)



Experience

- Line Management experience (E)
- Knowledge and understanding of basic HR practice (E)
- Property and Estates Management (E)
- Knowledge of health & safety management, risk assessments (E)
- Contributing to staff development (E)
- Experience and/or knowledge of the Academy sector (D)
- Understanding of educational software systems including MIS Systems such as Bromcom (D)



(E) Essential, (D) Desirable



Terms

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. This job description is current but may be reviewed at any time and following consultation with you may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and scale.

This appointment is with the Local Academy Council of the School, with the Trust as employers. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Contract'. This Job Description is not intended to be either prescriptive or exhaustive: it is issued as a framework to outline the main areas of responsibility. The trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for applicants who may have a disability or continued employment for any employee who develops a disabling condition.

References & Pre-Employment Checks

We will seek references for candidates once the position has been offered and we may approach previous employers for information to verify particular experience or qualifications before interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline.

Our Commitment to Safeguarding

Great Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Any offer made to a successful candidate will be conditional upon relevant pre-employment checks, including:

- Two **satisfactory references**, one of which must be from your most **recent employer**
- Proof of **identity, address** and **right to work** in the UK
- Verification of relevant **qualifications**
- Candidates who have worked or been resident **overseas** for three months or more within the last five years will be subject to **criminal record checks** from the relevant **jurisdiction(s)**
- Verification of **medical fitness** for the role
- Confirmation that the applicant is not named on the **Children's Barred List**, administered by the DBS
- A satisfactory **enhanced disclosure** from the DBS

- Satisfactory completion of the **probationary period**
- Candidates in **managerial roles** will be subject to a **Prohibition from Management check** (Section 128 check)
- **Prohibition** check (where applicable).

