

Deputy Chief of Operations

Recruitment Information Pack

April 2026

Salary Range: BDL17 – BDL23 (£76,772 - £88,951)

Start Date: 1st September 2026



Closing date: 9.00am 8th May 2026

Shortlisting: 11th May 2026

Interview date: 15th May 2026

Start Date: 1st September 2026

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Welcome To Bradford Diocesan Academies Trust

Dear Applicant,

Thank you for taking your time to read our application pack and expressing your interest in the post of **Deputy Chief of Operations** at Bradford Diocesan Academies Trust (BDAT).

This pack has been developed to provide you with a summary of all the information you need to consider when applying for a job within BDAT. We hope you find the role as interesting and exciting as we do.

Within the pack, you will find a job description, a person specification, a summary of the Trust and details of how to apply for this post, should you choose to make an application.

You can find further information about us:

- on our website at www.bdat-academies.org
- on X formally Twitter at [#wearebdat](https://twitter.com/wearebdat)
- or by contacting us directly via email on emma.williamson@bdat-academies.org
- or calling [01274 909120](tel:01274909120).

I wish you every success with your application and look forward to meeting you in the near future.



Carol Dewhurst OBE
Chief Executive Officer
Bradford Diocesan Academies Trust

About BDAT

General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Multi-Academy Trust (MAT) supporting 21 schools in Bradford. We are a Trust which prides ourselves in delivering great education outcomes and life opportunities for all our children. We are an inclusive Trust working with children from a rich range of backgrounds who reflect our communities and the city we serve. We are proud to be all about Bradford and developing the future generation of lifelong learners who will go on to achieve incredible things.

BDAT is a Trust which recognises each of our schools is unique. We actively encourage and celebrate difference as we know each of our schools serves very different communities. However, we also know that a key strength of being part of a Trust means together our schools can support each other, learn from each other and share great practice. As importantly we know from working our way through the COVID pandemic, that a problem shared really can be a problem halved, and by working together we can save ourselves time, money and lots of duplication of work.

We are a Trust which is value-led, and we know it is important that we consistently live these values. The Trust's mission is **"At BDAT we want every child to have a happy and high-quality education enabling them to grow and flourish during their time at school."**

Our core Trust values are **inclusion, compassion, aspiration, resilience, excellence (I.C.A.R.E.)**. We seek to model these values in all we do, including how we recruit and develop our staff, how we teach our students and how we liaise with our families, friends and partners. We are a proudly Christian organisation committed to providing high-quality education for all within our ethos. Whilst robust Christian principles underpin the work of the Trust, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. We describe ourselves as having inclusive values believing these are as appropriate and important to staff and students of all faiths (and to those without faith) as they are to those who practice within the Church of England. It is for this reason we choose to support and sponsor Non-Church of England Academies, as well as those within the faith. Therefore, we welcome applications for this role from employees of all faiths as long as they understand and can promote the values which we share.

BDAT is a large Trust, however we pride ourselves in knowing and understanding our schools. We are all part of the BDAT family, and we all have the same motivation – to see our children succeed. For more information about us follow us on twitter @WeAreBDAT or visit www.bdat-academies.org

BDAT's Mission, Vision and Values

Our mission:

"At BDAT we want every child to have a happy and high-quality education enabling them to grow and flourish during their time at school."

Our vision is:

"We will provide schools that develop student competence, confidence and character, driven by local community context and inclusive Christian values, ensuring every student achieves their academic potential and leaves our Trust prepared for the next stage of their life journey."

We want BDAT schools to be schools of choice for the diverse and special communities we serve.

We will recruit develop and retain highly skilled staff dedicated to making sure our children and young people have every chance to succeed."

Our values are:



Advertisement

Deputy Chief of Operations

BDAT, 2nd Floor, Jade Building, Albion Mills, Albion Road, Bradford, BD10 9TQ

BDAT is looking to appoint an exceptional Deputy Chief of Operations to lead, develop and direct operational activity across our Trust. This is an exciting and influential leadership role for an individual with strategic insight, expertise and presence to ensure our estates and wider operational services are robust and aligned to the future needs of our Trust and academies.

We are looking for a dynamic and strategic leader who can build strong professional relationships with senior leaders of our academies, ensuring high quality operational delivery that enables Headteachers and staff to focus on achieving educational excellence. You will play a pivotal role in shaping the Trust estate's vision and strategy, driving innovation through safe, secure and sustainable learning environments.

We need from you

- A passion for delivering operational excellence that directly supports educational excellence
- Significant experience leading complex estates, operations or compliance functions across multiple sites
- The ability to build credibility and trust with senior leaders, influencing practice across the Trust
- Strong strategic leadership, planning and project management skills
- A commitment to partnership working, teamwork and high professional standards
- Excellent communication, interpersonal and relationship-management skills
- Drive, ambition and the ability to lead continuous improvement at scale
- Commitment to the mission, vision and values of BDAT

We can offer you

- A supportive, forward-thinking Executive Team and a Trust committed to inclusive, values-led leadership.
- A higher varied and rewarding role working across multiple academies with diverse communities
- Opportunities to shape and direct Trust-wide operational strategy, systems and culture.
- High-quality professional development and leadership learning
- The chance to make measurable difference to the safety, sustainability and effectiveness of school environments and ultimately to the lives of children, staff and communities.

Advertisement continued
Deputy Chief of Operations

BDAT, 2nd Floor, Jade Building, Albion Mills, Albion Road, Bradford, BD10 9TQ

Hours of work are flexible to meet the needs of the Trust but will not routinely exceed 37 hours per week. Occasional evening work is expected, and this role is office based.

Employer:	Bradford Diocesan Academies Trust
Reporting to:	Chief Finance and Operations Officer
Accountable to:	Chief Executive Officer
Duration of Post:	Permanent
Probationary period	Six months
Salary:	BDL17 – BDL23 (£76,772 - £88,951)
Work Pattern	Full Time, All Year Round
Closing date	9.00am 8 th May 2026
Interview date	15 th May 2026
Start date:	1st September 2026

If you would value an exploratory conversation, please contact
Emma Williamson at Emma.Williamson@bdat-academies.org or by telephone on 01274 909120

Applications can be submitted online using the My New Term portal via
[Vacancies - Bradford Diocesan Academies Trust \(bdat-academies.org\)](https://bdat-academies.org)

Job Description

Deputy Chief of Operations

Overall Purpose of the Job

The Deputy Chief of Operations (dCOO) is responsible for ensuring the effective and efficient operational delivery across the Academy Trust. This role provides strategic leadership and oversight of non-educational functions, enabling Headteachers/Principals, teachers and support staff to focus on delivering outstanding educational outcomes. The dCOO will drive operational excellence, compliance, and sustainability across areas such as estates, health and safety, capital procurement, insurance and general data protection regulations.

The dCOO acts as a key member of the Extended Executive Leadership Team, working collaboratively with the Chief Executive Officer (CEO), Chief Finance and Operations Officer (CFOO), and Extended Executives to implement the Trust's vision and strategic priorities. The role ensures that operational systems and processes are robust, scalable, and aligned with statutory requirements and best practice, while fostering a culture of continuous improvement and innovation.

The Deputy Chief of Operations (dCOO), in collaboration with the Chief Finance and Operations Officer (CFOO) and Deputy Chief Finance Officer (dCFO), jointly line-manages the Academy Business Leaders alongside Headteachers and Principals to ensure alignment with the strategic objectives of the Academy Trust. Through active participation in Professional Learning Communities, the dCOO provides strategic leadership and engagement with estates teams across the Trust, driving operational excellence and fostering a culture of continuous improvement.

Line management will be through the CFOO of BDAT although some task management may be via the BDAT CEO.

Key Objectives:

- Deliver high-quality operational services that support educational excellence.
- Ensure compliance with all regulatory and safeguarding requirements.
- Optimize resources and achieve value for money across the Trust.
- Lead and develop operational teams to provide exceptional service to schools.
- Support strategic growth and sustainability of the Trust.

Hours of work are flexible to meet the needs of the MAT, Trust and postholder, but will not routinely exceed 37 hours per week. On occasions, evening work is to be expected with this post and the postholder is expected to manage their hours accordingly.

Key Responsibilities and Duties

Strategic Leadership

- Deputise for the Chief Finance and Operations Officer.
- Implementing and championing the estates vision and strategy across the Trust, in consultation with the Trust Board and Executive Leaders.
- Identify areas of strong and exceptional practice which can be shared.
- Develop with Executive Leadership the strategic plan with annual operational plans to be successful in meeting Trust objectives.

Health and Safety Development

- Annually update the Trust Health and Safety Policy and advise academies on their individual policies.
- To review and develop existing and new policies in line with statutory requirements and managing any necessary consultation process.
- Liaising with Academy Business Leaders to ensure that all health & safety management systems, processes and practices are strong across all of the academies.
- Working with Academy Business Leaders to ensure that, in all activities undertaken, the Trust properly discharges its duties under its Health & Safety Policy; the Health & Safety at Work Act; COSHH regulations; and any other relevant statute, regulation or directive. Similarly, to ensure that contractors operate safely in accordance with Construction Design and Management Regulation (CDM).
- Ensuring that fire risk assessments and other statutory and non-statutory testing and inspections are completed in a timely manner and by staff/ contractors who are appropriately qualified.
- Working with Academy Business Leaders to ensure the Trust's responsibilities in relation to maintaining health & safety statutory documentation is met utilising the CAFM system.
- Working with the Academy Business Leaders to put in place systems to ensure buildings are safe and secure at all times and adhere to both Health & Safety requirements and statutory Ofsted guidelines for health and well-being of staff, students and visitors.
- Manage and audit health and safety provision and compliance across the Trust, by risk priority, including the inspection of academy premises.
- Investigate and provide impartial investigative reports into accidents and incidents, working closely with Trustees, Headteachers, Governors and the BDAT Executives, and third parties such as insurers as appropriate.

Building and Estates Management

- Prioritising and advising the Board on the distribution of the Trust Schools Conditions Allocation funds and ensuring successful delivery of all projects.
- Ensuring the SCA projects are appropriately managed and tracked to ensure value for money and completion within the funding envelopes agreed.
- Working in partnership with Headteachers, Academy Business Leaders and site staff in the academies to manage building refurbishment and capital projects.
- Proactive engagement and management of professional contractor services, to ensure that services are procured in line with academy financial/ procurement regulations and statutory regulations.
- Acting as a liaison point between schools, building contractors, Trustees and other bodies to ensure estates are well managed and projects are delivered successfully.
- Provide advice and an expert perspective on estates planning and development activities.
- Developing and implementing significant building projects. Acting as project manager for authorised schemes, paying particular attention to regulatory requirements, quality, compliance with agreed specifications, timescales, safety, and ensuring that value for money can be evidenced in all awarded contracts.
- Establishing and maintaining a preferred suppliers list for estates and facilities management. Monitoring the quality and value for money provided by approved suppliers.
- Management of annual maintenance inspections and condition surveys for each academy.
- Ensuring that all estates and facilities management systems, processes and practices are consistent across all academies, realising maximum efficiencies, utilising the CAFM system.
- Developing and ensuring accuracy of facilities maintenance and management records held by the Academy Business Leaders across the Trust, including records of inspections and compliance documentation, utilising the CAFM system.
- To support estates due diligence and on-boarding activity in relation to transferring schools into the MAT.

Capital Budget Management

- Working alongside the Trust's finance team to manage relevant budgets and income streams, ensuring all monies are expended in accordance with the requirements of the Trust's financial regulations and Academies Handbook and the requirements of the Trust Board.
- Preparing reports for the Executive Leadership Team, Trustees, and relevant external bodies (e.g. Health & Safety Executive, Ofsted) in all areas relating to the role, as and when required.
- Completing the annual Land and Buildings Collection Tool return to the DfE.
- Introducing routine risk-based estates and health safety reporting at Trust and governing body level.
- Completing the annual Capital Spend Survey.
- Support the BDAT executive analysis of school-based risk ensuring the wider executives are informed of estates and health and safety risks across the company.
- Supporting annual external audit requirements regarding capital expenditure and regularity compliance.

Business Continuity, Risk and Insurance

- Develop, implement, and maintain Business Continuity Management System and critical incident plans.
- Create and regularly test continuity and recovery plans for all critical functions.
- Organise exercises and simulations; lead post-incident reviews.
- Provide guidance and training to staff on emergency and continuity procedures.
- Report assurance levels to executive leadership and risk committees.
- Contribute to the upkeep of the Trust and academies risk registers.
- Ensure appropriate contractor insurance arrangements are in place for capital works including Trust enhanced insurance for larger capital works.
- Develop and maintain the Trust's insurance strategy aligned with risk management and business continuity plans, periodically benchmarked ensuring value for money.
- Ensure all academies have appropriate insurance coverage (property, liability, cyber, motor, etc.).
- Act as the main liaison with insurers, brokers, and the DfE Risk Protection Arrangement (RPA).
- Work with Finance teams to identify insurable risks and ensure adequate protection.
- Monitor compliance with insurance-related legislation and Trust policies.
- Maintain accurate records of all insurance policies, claims, and renewals.
- Oversee and coordinate the processing of insurance claims across the Trust.
- Investigate incidents, gather evidence, and liaise with insurers to ensure timely resolution.
- Report any claim trends and recommends risk mitigation measures.
- Provide regular reports to the CFOO and Audit & Risk Committee on insurance performance and risk exposure.
- Promote awareness of insurance requirements and procedures across the Trust.

Human Resources

- Lead performance oversight of the Operations Officer, including appraisals, 1:1s and any training requirements
- To be responsible for the joint line management of Academy Business Leaders, holding regular 1:1s and appraisals whilst supporting through training program.
- Support academies in the recruitment of site managers and caretakers.
- Provide training and support for Academy Business Leaders and site management staff to build corporate knowledge and confidence across the schools.
- Collaboratively work with Extended Executive team to be efficient and effective in all aspects of work.

Executive Membership

As a member of the Trust extended leadership team, the postholder will contribute and support the work of the BDAT Executive team, providing expert knowledge and advice on their areas of

responsibility, while contributing to wider strategic thinking and supporting the Executive Leadership of the Trust.

The postholder will be expected to regularly attend and report to the BDAT Board and attend the BDAT Executive Team meetings.

The postholder will be expected to manage a Trust Professional Learning Community to ensure key stakeholders are regularly updated with appropriate training opportunities.

The postholder may also be asked attend and represent the Trust at external training, national network meetings, meetings with DFE, the Diocese, Local Authority and other key stakeholders as required.

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Person Specification

Deputy Chief of Operations

Education and Training	Essential	Desirable
Educated to degree standard or demonstrable equivalent work experience	*	
Hold a professional qualification in a property-related discipline (e.g. architecture, building, surveying or property management).		*
Recognised Health and Safety qualification	*	
Knowledge	Essential	Desirable
Knowledge of Health and Safety regulations relating to Estates functions	*	
Have at least 5 years post-professional qualification experience in a property related role.	*	
Advanced knowledge of statutory requirements and codes of practice	*	
Substantial knowledge and experience of managing high value capital procurement and contracts	*	
Knowledge of Data Protection and Freedom of Information Acts	*	
Knowledge of environmental issues e.g. carbon reduction, energy reduction, carbon neutral etc.	*	
Experience	Essential	Desirable
Proven experience in leadership	*	
Experience of working as a senior leader with strategic responsibility	*	
Experience of working strategically across multiple sites to develop Trust-wide co-ordinated programs of work	*	
Substantial experience of estates management	*	
Experience of developing and managing planned maintenance activities including life-cycle costing and management	*	
Experience of working in the education sector		*
Professional Skills	Essential	Desirable
Excellent interpersonal skills with the ability to build networks with senior leaders and external organisations	*	
High ethical standards and influencing skills to engage effectively with all staff across the Trust and Board of Trustees	*	
Excellent written and presentation skills	*	
High level of IT skills	*	
Proficient in use MS Office applications	*	
Hold a full UK driving licence and have the use of a vehicle for business use.	*	
Personal Qualities	Essential	Desirable
Confident, enthusiastic, motivated and committed with a passion for protecting and developing young people	*	
Ability to work as part of a team, understanding Trust roles and responsibilities and your own position within these	*	
Commitment to Equal Opportunities	*	
Willingness to work within the Christian ethos of the Trust	*	
Work on own initiative with the ability to seek support and assistance where appropriate	*	

Resilience is a fundamental requirement as during certain times of the academic year there will be several deadlines from BDAT and DfE	*	
Commitment to continuous improvement and engagement in strategic change management	*	

Terms and Conditions

The employer for this post is the Bradford Diocesan Academies Trust.

The post will be based in the office of BDAT, 2nd Floor, Jade Building, Albion Mill, Albion Road, Greengates, BD10 9TQ.

This post requires the ability to travel and work directly with academies and the Diocese. The post holder will be required to work some evenings.

The post is subject to a six-month probationary period.

The Trust provides a competitive employee pension with employer contribution. The post holder will be entitled to 30 days paid annual leave per annum, plus statutory bank holidays. All annual leave should be taken with prior agreement of line managers, avoiding conflicts of leave where possible.

A satisfactory Enhanced DBS is required for this post.

The post holder will undertake any other miscellaneous work, deemed suitable by management of the Trust.

If you would value an exploratory conversation, please contact Emma Williamson to arrange a conversation with Ashley Reed CFO on 01274 909120 or emma.williamson@bdac-academies.org

Selection Process Guidance

Safeguarding

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references.

All potential employees are subject to an enhanced disclosure from the Disclosure and Barring Service. Please see our Safeguarding and Child Protection policy on the BDAT website [BDAT Policies – Bradford Diocesan Academies Trust \(bdat-academies.org\)](https://www.bdat-academies.org/BDAT-Policies-Bradford-Diocesan-Academies-Trust)

Inclusion

As a Trust we are an inclusive employer. We welcome applications from candidates of all backgrounds, faith, ethnicities or with any protected characteristics. We are simply looking for the very best candidate for the job and will assess your application only on the information in your written application or your performance at interview should you be successfully shortlisted.

We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, gender, religious beliefs, marital status, sexual orientation or disability. The person specification sets out the criteria used to assess candidates through the selection process.

Applications

Please ensure that all parts of the application are completed via link to My New Term. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position. Applications can be submitted online using the My New Term portal via [Vacancies - Bradford Diocesan Academies Trust \(bdat-academies.org\)](https://www.bdat-academies.org/Vacancies-Bradford-Diocesan-Academies-Trust)

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. A panel of senior staff and Trustees do this. We carefully check all applications for anomalies.

Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within 3 days of the shortlisting date, you have not been successful at this stage.

References

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last employer.

Interview Process

If you are successful in being selected for interview, we will notify you of the full interview process. The interviews will be held at the BDAT Trust office. The interview will consist of several tasks including a presentation and formal interview. These are designed to allow you to demonstrate your skills and abilities.

You will be asked to bring proof of qualifications and identity on the first day.

Final Selection

Following the tasks and formal interview, we will use the person specification as a guide to select the most suitable candidate for our Trust. Each candidate will be contacted by telephone to inform them of the outcome, brief feedback will be provided during this telephone conversation.

Offer of Employment

We will make a verbal offer of employment by telephone on the day of the interview, and this will be confirmed in writing. Any offer is made subject to:

- References satisfactory to us.
- A satisfactory DBS check.
- A satisfactory online check
- Provision of proof of identity and qualifications

Probationary Period

The post is subject to a six month probationary period.

Timeline

Closing date: 9.00am 8th May 2026
Shortlisting: 11th May 2026
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Start date: 1st September 2026