



WELLSPRING

We Make A Difference

Trust Operations Manager



About the Trust

Wellspring is an established and growing Multi-Academy Trust with a difference. We operate 33 Primary, Secondary, Special and Alternative Academies across Yorkshire, Lincolnshire and the Humber. We are committed to making a difference to the lives and life chances of the young people and communities we serve.

Our Academies are vibrant, autonomous, community focused and highly successful. The Trust strives to be a diverse and inclusive place where we can ALL be ourselves.

At Wellspring, we have always talked about ethics and values as the heart of our culture. They have been our guiding lights. We have taken the harder path many times to remain true to them. Every member of the One Wellspring community is a custodian of our collective culture.

As the Trust continues to develop, our roles offer pathways for ambitious and dynamic individuals who are determined to make a difference. We value our people; collegial working at all levels is central to our culture. High quality induction training and ongoing professional development support are guaranteed. There will be a broad range of opportunities for you to realise your professional vision and ambitions within the Trust.

We are committed to equal opportunities and to promoting diversity. We want our people to reflect the diversity of our communities, and we welcome applications from people from all backgrounds, especially from under-represented groups, including those from Black, Asian and minority ethnic communities.

Post Title:
Trust Operations Manager
Reporting to:
Head of Services
Location:
Trust Wide
Salary:
£44,593 - £54,885



Summary of the Post

We are seeking a Trust Operations Manager at an exciting juncture in the Trust's development. With 14 years of Making a Difference behind us, we are looking to our next era with great optimism.

Wellspring supports a vibrant, successful and inclusive community of Academies. We are in the process of building five new Special Free Schools by 2027 and are re-building and expanding three of our existing settings. We are in advanced dialogue with likeminded Schools exploring how a community such as Wellspring might aid their strategic development. Thus growth, adaptation and complexity are our lived reality.

The role of the Trust Operations Manager is designed to provide support and assurance to the Academies within our community.

Reporting to the Head of Services we have Trust Operations Manager to lead and manage Services Areas, such as; the Estates function, Cleaning Services, Catering Services and the Safety and Compliance function ensuring that safety and sustainability are at the core of what we do. As a key part of the Operations Team, each Service Lead (Trust Operations Manager) will embed a consistent approach, streamlining processes and creating a OneWellspring culture across all academies, whilst contributing to discrete whole-Trust agendas.

The Head of Services is responsible for many aspects of the effective operation of the Academy Trust, ensuring its activities and support services are properly aligned to provide stewardship, support and security to Wellspring's diverse, high performing and autonomous Academies.

The focus of the vacant role will be to work in close partnership with members of the Trust Operations Team, Academy Leaders and our regional support colleagues to deliver a range of operational and strategic initiatives. **Effective communications and relationships will be at the heart of this role, as will be a deep connection with our support hubs.**

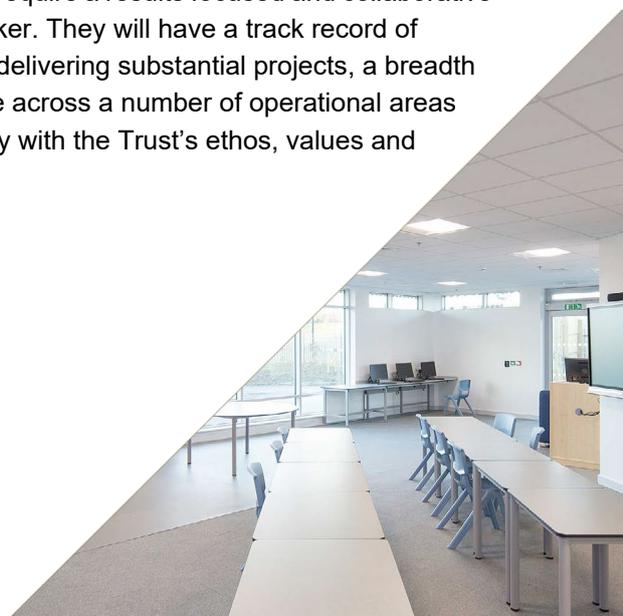
These hubs are our support 'team around the Academy', a cross-functional team of technical professionals providing support services to Academy clusters. Their purpose is simple but vital... enable our Academies to make a difference through effective and culturally aligned professional advice, guidance and support.

We are seeking an experienced leader who can support and influence colleagues, lead change and achieve results.

Their approach will be engaging, persuasive, considerate and agile. They will take key stakeholders along with them, ensuring transformational change and strategic alignment.

The ability to analyse, refine and communicate information and its context to senior leaders is an important facet of this role, as is the ability to actively form and nurture relationships – internally and externally – understanding the importance of active and transparent engagement.

This role will require a results focused and collaborative systems-thinker. They will have a track record of successfully delivering substantial projects, a breadth of experience across a number of operational areas and an affinity with the Trust's ethos, values and objectives.



The Role

As Trust Operations Manager, your main duties will include:

- As a Trust leader, represent Wellspring internally and externally.
- Supporting academy leaders and support staff across Trust support teams, enabling them to operate effectively. This may involve leading training, development and the completion of assurance exercises.
- Contribute to the Wellspring Assurance Framework, highlighting risk areas and supporting their management locally.
- Supporting new academy joiners to transition effectively into the Trust's processes and procedures.
- Working in partnership with academy and professional service colleagues to identify and deliver a portfolio of strategic initiatives in support of the Trust's ambitious vision.
- To champion sustainability across the Trust. Leading on the implementation of local and trust wide initiatives, projects and climate action plans to meet our vision for a sustainable future
- Supporting Academies with projects to enable them to achieve their vision for educational excellence.
- Ensuring internal and external audiences receive timely, informed and personalised communications.
- Connect and collaborate superbly with fellow team members, including the Catering Service, Cleaning Service, Estates Service, Trust Support team colleagues and Office Managers.

Other responsibilities will include:

- Deputising for the Head of Services internally and externally on a variety of project, management and governance matters.
- In partnership with the Head of Services, supporting the management of critical incidents to timely resolution.

- Supporting an organisation-wide culture of health and safety excellence, including reporting and data analysis.
- Leading and overseeing diverse projects and risk areas, coordinating progress and ensuring Trust objectives are met.

These duties represent a framework for the role. Other duties may be required, commensurate with the grade of the post.

As our Trust Operations Manager, you will have:

- Personal integrity and a commitment to the Nolan principles of public service.
- Experience at a leadership level in developing and implementing strategy and major change.
- Experience across a range of operational areas in a leadership capacity. Specific experience within the estates / facilities management sector and / or catering or cleaning sector is desirable.
- A commitment to professional development, both personally and in support of your peers and reports.
- Experience in a small senior team and the ability to lead significant change.
- The ability to think and plan strategically across a complex organisation.
- Excellent relational skills, building rapport and enjoying influence with a variety of stakeholders.
- Highly effective problem solving and decision-making skills, exercising professional initiative and creativity related to complex issues.
- An affinity with Wellspring's culture and purpose.

Your Talent, Our Future: Shaping Operations Around You

We are seeking a dynamic and forward-thinking leader to join our Operations Team in a role that we are excited to shape around the unique strengths of the successful candidate. Whether your expertise lies in Estates and Facilities Management, or you bring a high-level background in the Catering or Cleaning sectors, we are looking for individuals who have a proven track record of operational leadership.

At Wellspring, we pride ourselves on being a flexible and open-minded organisation; we recognise that our existing team possesses a wealth of transferable skills, allowing us to flex our structure to accommodate the right talent. When applying, we invite you to provide comprehensive details of your specific professional strengths and cross-functional experiences that you believe would bring value to our services. If you are a proactive professional who thrives on "active ownership" and is ready to help us drive consistency across our Operations, we want to hear how your skills can help us evolve.

We will consider candidates with experience in:

- Leading a service area/function, providing leadership and direction to Regional Managers and their dispersed teams.
- A degree/an equivalent level qualification Estates Management or Health and Safety.
- Demonstrable, sustained experience leading a multi-site estate.
- A Project Management qualification, or proven skills in this field.
- Procurement experience.





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Applications

For an informal discussion, please contact
Sarah Greenley
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Post Title: Trust Operations Manager

Reporting to: Head of Services

Department: Trust Support Team

Duration of Post: Permanent

Work Commitment: Full time, 52 weeks per year

Start Date: To be confirmed

Closing Date: 31 March 2026

Interview Date: 15 April 2026

Salary: £44,593 - £54,885

Location: Trust Wide

Further Information

Wellspring Academy Trust recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any Trust activities and expects all staff to share this commitment. An Enhanced DBS is required for this post.

If you are currently living overseas or have lived / worked overseas in the last five years please be aware that you will be required to provide an overseas criminal records check from the country / countries you have resided in, if you are the preferred candidate for the post.

Wellspring Trust

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