

Operations Officer

Recruitment Information Pack June 2026

Salary Range BDO22 – BDO28 (£33,699 - £39,152) FTE

Start Date: 1st September 2026

Full time, term time only + 3 weeks (or part time by negotiation for the right candidate)



Closing date: Friday 26th June 2026 at 9.00am

Shortlisting: Monday 29th June 2026

Interview date: Thursday 2nd July 2026

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Welcome To Bradford Diocesan Academies Trust

Dear Applicant,

Thank you for taking the time to read our application pack and expressing your interest in the post of **Operations Officer** 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 call [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."

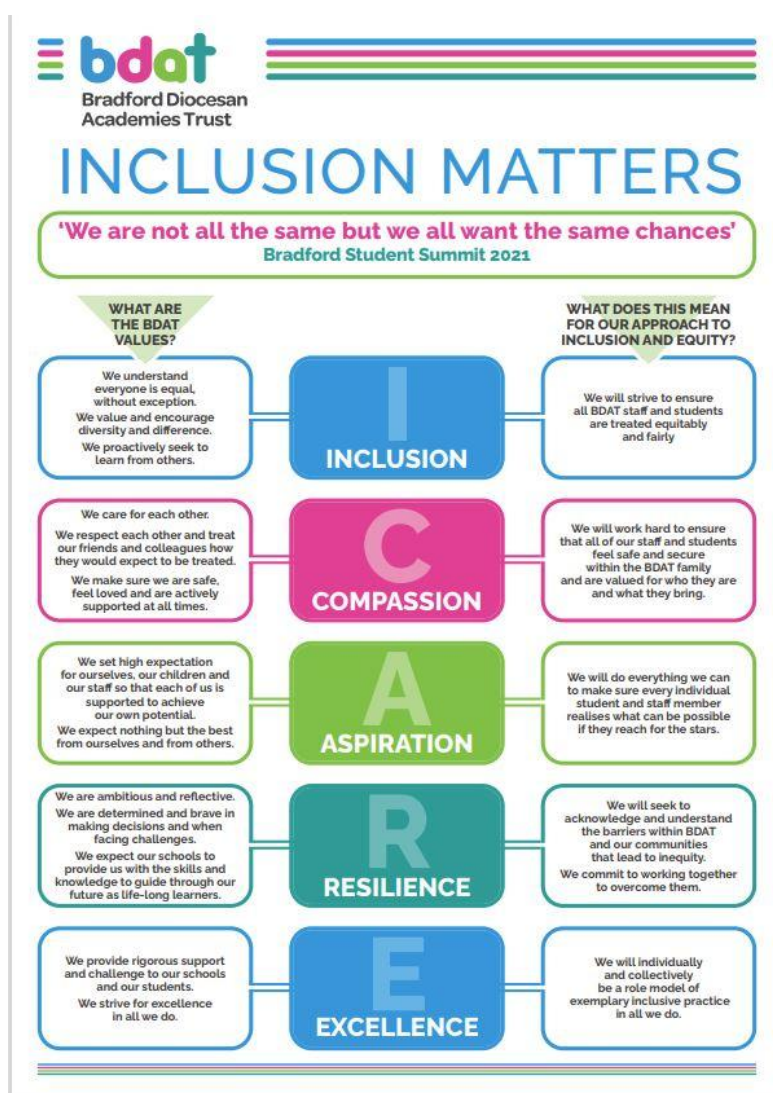
Our vision is:

"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 Operations Officer

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

Join a Trust that's making a real difference. At Bradford Diocesan Academies Trust (BDAT), we are all about delivering exceptional education and ensuring every child thrives—and behind that success is a high-performing operations function. We're now looking for a driven, detail-focused Operations Officer to play a vital role at the heart of our central team, supporting 21 diverse schools across Bradford. This is a unique opportunity to combine finance, estates, compliance and operational excellence in a role where your work will directly enable schools to run efficiently, safely and effectively. If you're motivated by purpose, thrive in a fast-paced multi-site environment, and want to be part of a collaborative, values-led Trust, we'd love to hear from you.

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 predominantly office based.

Employer:	Bradford Diocesan Academies Trust
Reporting to:	Deputy Chief Operations Officer
Accountable to:	Chief Finance and Operations Officer
Duration of Post:	Permanent
Probationary period	Six months
Salary:	BDO22 – BDO28 (£33,699 - £39,152) full time equivalent
Work Pattern:	Full-time term time only plus 3 weeks, (or part time by negotiation for the right candidate)
Closing date:	Friday 26 th June 2026 at 9.00am
Interview date:	Thursday 2 nd July 2026
Start date:	1 st September 2026

If you would value an exploratory conversation, please contact Andrew Cheeseman, Deputy Chief Operations Officer by emailing emma.williamson@bdac-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 \(bdac-academies.org\)](https://www.bdat-academies.org/vacancies)

Job Description Operations Officer

Purpose of the Job

The central Operations Officer role supports the central team administering effective and efficient operational delivery across the Academy Trust. This role focusses on supporting our schools through Headteachers, Business Leaders, School Finance and Site Staff in the production of accurate operational information compliant with BDAT policy.

With administrative responsibilities of the Trust's operating systems the Operations Officer ensures the integrity, accuracy and security of the operational data by maintaining key compliance functions, including health and safety, contract management and statutory compliance.

The role supports the Deputy Chief Operations Officer in delivering efficient operations processes across the Trust.

Line management will be through the Deputy Chief Operations Officer of BDAT although some task management may be via the Chief Finance and Operations Officer.

Key Objectives:

- Deliver high-quality, timely and compliant operational services that support educational excellence.
- Maintain integrity, accuracy and security of financial and operational systems.
- Process financial transactions consistently compliant with BDAT policies.
- Coordinate with schools the completion of consistent and accurate compliance reporting supporting the BDAT's Estate Strategy.
- Offer financial and operational guidance and hands on support to Headteachers, Business Leaders and school finance teams.

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

Health and Safety and Compliance

- Administer the Trusts compliance software and maintain data integrity for health and safety reporting.
- Liaise with Health and Safety Executive (administrative purpose).
- Arrange Health and Safety checks, surveys and audits.
- Maintain large contracts related to statutory health and safety checks.
- Maintain a statutory maintenance calendar ensuring all compliance is completed.
- Maintain an accurate record of monitoring of RAAC with surveyor.
- Ensure monitoring of compliance checks are robustly recorded.

Business Continuity, Risk and Insurance

- Manage administration of new Trust insurance claims.
- Insurance/RPA – support with statutory visits and maintain accurate files for insurance rated assets.
- Administer claims with the Risk Protection Allocation.
- Support any updates in Business Continuity Plans and any desktop testing.
- Work with Project Manager in administrating the Risk software.
- Support schools in the reporting of risks.

Administration/Audit

- Provide administrative support for the Deputy Chief Operations Officer.
- Support operational internal audit administration.
- Support external audit administration and collation of schools' documentation.
- Prepare and administer year end schedules working with the Deputy Chief Finance Officer and Chief Finance and Operations Officer ensuring critical deadlines are met.
- Support the management of the Professional Learning Community meetings.
- Carry out other reasonable operational duties as requested.
- Administrative Support with policies and committee reports.
- Provide on-site training for new Business Leaders, Finance and Site staff.
- Provide on-site administrative support for schools as agreed with Chief Finance and Operations Officer.

Capital Procurement

- To raise purchase orders, ensuring compliant authorisation and distributing to suppliers.
- Processing of purchase invoices and credit notes or orders and resolving discrepancies with suppliers.
- Monitor any unprocessed order commitments ensuring that they are cancelled or reconciled appropriately.
- Maintain purchase, sales ledgers on Accounting Systems ensuring records are accurate and up to date.
- Maintain accurate Devolved Formula Capital budget records for the central team and schools.
- Ongoing progress management of capital projects.

Estate Management

- Support contract management of statutory compliance suppliers ensuring that termination clauses and contract length is identified.
- Ensure building works CDM requirements are accurate and recorded.
- Support with building works procurement quotations and contracts.
- On occasion, travel to schools within BDAT to provide estates support, as directed by Deputy Chief Operating Officer.

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 Operations Officer

Education and Training	Essential	Desirable
Educated to GCSE standard in Maths and English or equivalent work experience	*	
Hold a professional qualification in a finance (e.g. AAT, Degree, Chartered, CIMA, ACCA, CIPFA).		*
Hold a professional qualification in an estate's role (e.g. IOSH. NEBOSH).		*
Knowledge	Essential	Desirable
Understanding basic accounting principles	*	
Have worked on accounting software packages	*	
Have a working knowledge of following policies and procedures	*	
Knowledge and experience of managing procurement and contracts	*	
Have a knowledge of working with a Scheme of Delegation (Segregation of Duties)	*	
Understanding of Health and Safety legislation and its application in education settings.		*
Experience	Essential	Desirable
Proven experience in meeting deadlines	*	
Experience of working in a finance/H&S related role.	*	
Experience of working operationally across multiple sites to co-ordinated programs of work	*	
Substantial experience of finance management	*	
Experience of working in the education sector		*
Experience of managing a multi-site compliance platform		*
Professional Skills	Essential	Desirable
Excellent interpersonal skills with the ability to build relationships with school staff	*	
High level of integrity transcending all financial processes	*	
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 to producing accurate and timely financial information.	*	
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	*	
Person of Integrity	*	

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.

A satisfactory Enhanced DBS is required for this post.

The post-holder is required to be able to travel efficiently and independently throughout the relevant area, whether by self-driving or other means.

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

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 and formal interview. These are designed to allow you to demonstrate your skills and abilities.

You are asked to bring proof of qualifications and identity to the interview.

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: Friday 26th June 2026 at 9.00am
Shortlisting: Monday 29th June 2026
Interview date: Thursday 2nd July 2026
Start date: 1st September 2026