



# RECRUITMENT PACK

Together we Belong, Believe, Become

# WELCOME FROM THE CEO

---

Dear Applicant

Thank you for taking an interest in Ascend Learning Trust, where we pride ourselves on our core motto 'Together we Belong, Believe, Become'. As a community of schools, we strive to achieve this through our relentless commitment to our values of 'Compassion, Aspiration, Respect, Dedication and Integrity' for all of our students, with the potential of every individual within our community valued. As a result of our newly founded values, we strive to ensure that students receive an incredibly high standard of academic and pastoral care to enable them to leave school with the very best platform for their future. The schools within Ascend Learning Trust are a family, and as such they support each other to continuously improve, providing strength to each other.

As a mother of 3 school age children at both primary and secondary level, I know how important young people's school experience is and it is a privilege to lead an organisation whose purpose it is to support this. As the newly appointed CEO of Ascend Learning Trust (from September 2023) I am fully committed, along with all of our staff to ensuring that each child's education is the very best that it can be.

This pack will give you details of the job description and list the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge and abilities required to do the job. It is important that you identify the competencies, experience, qualifications, knowledge and abilities that will be assessed by application form, as you will need to provide evidence that you meet these criteria.

## References

We will require two satisfactory references before a job offer is confirmed; one of which must be your Line Manager/ Headteacher in your present or most recent employment.

Please remember to check that your referees are actually available to provide a reference, as failure to do this could cause a delay in confirming your appointment. Further information about the Ascend Learning Trust and the Academies within it, is available on our website [info@ascendlearningtrust.org.uk](mailto:info@ascendlearningtrust.org.uk) We hope you will feel inspired to apply to work within the Trust.

Yours sincerely

Jane Coley

Ascend Learning Trust CEO



**Together we Belong, Believe, Become**

# JOB DESCRIPTION

The job description lists all the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge, and abilities required to do the job.

The criteria listed within the job description detail the areas which will be assessed at both application and interview. It is important that you identify the competencies, experience, qualifications, knowledge, and abilities that will be assessed by application form, as you will need to provide evidence that you meet the criteria.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the Trust brand style.
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, whistleblowing, confidentiality, and data protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.
- Participate in the Trust Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Promote the area of responsibility within the Trust and beyond.
- Represent the Trust at events as appropriate and as directed by the Chief Executive Officer.
- Support and promote the Trust ethos, vision, and values.

## Operations Manager (Multi Site Primary)

**Reporting to:** Headteacher/s

**Location:** Wellington Eagles Primary Academy and Wellington Lions Primary Academy

**Travel:** Regular travel between both sites required

### **Role Summary:**

To play a pivotal role in ensuring the smooth and efficient operation of Wellington Eagles Primary Academy and Wellington Lions Primary Academy. The postholder will lead and coordinate operational services across both schools, ensuring consistency, compliance, efficiency and value for money whilst working in partnership with the central Trust team and school leaders.

### **Key Accountabilities:**

#### **Multi-Site Operations Leadership**

- Provide operational leadership across Wellington Eagles Primary Academy and Wellington Lions Primary Academy.
- Ensure consistency of operational systems, procedures and policies across both schools.
- Develop and implement shared processes to improve efficiency and service delivery.
- Work closely with school and Trust leaders to identify opportunities for collaboration, resource sharing and continuous improvement across both sites.
- Monitor operational performance across both schools and provide regular reports to school leaders and the Trust.

#### **Human Resources Management:**

- Oversee all personnel matters across both schools, ensuring a consistent approach to recruitment, onboarding, employee relations and compliance, seeking advice from the Trust HR team as appropriate.
- Ensure compliance with employment and safeguarding legislation and school policies.

- Oversee management of administrative processes for payroll, starters, leavers, and contract variations ensuring accurate and timely records are share with Trust payroll teams.
- Line management of the Office Administrator, providing leadership, guidance, and accountability to ensure effective and compliant office administration practices in line with safer recruitment (this will include Single Central Record oversight).
- Oversee staff absence and work with Trust HR to monitor those on sickness triggers

### **Support Services:**

- Supervise the day-to-day operations of support services across both schools, ensuring all areas are adequately staffed and functioning efficiently, this includes arranging supply as directed.
- Liaise with external vendors and service providers to ensure high standards of service.
- Place orders with suppliers for daily running costs, abiding by the Trust procurement processes.

### **Site Management:**

- To oversee the day-to-day activities for premises, catering and cleaning and assist in ensuring appropriate records are maintained.
- Liaison on site for major capital projects, annual contracts and remedials (Under the Trust Head of Estates)
- Work with the Premises team on a rolling program of repair works, ensuring health and safety for pupils and staff.
- Work with the Premises Manager and Head of Estates to ensure all statutory regulations are adhered to.
- To work with the Premises Manager in planning of work to minimize disruption to teaching and learning.

### **Health and Safety:**

- Oversee operational aspects of both school sites, ensuring buildings, grounds and facilities are safe, secure and effectively maintained.
- Work with the Premises Team and Head of Estates to prioritise maintenance and capital works across both schools.

- Coordinate operational and health and safety arrangements to ensure consistency between sites.
- Responsible for day-to-day execution of Health and Safety policies.
- Ensure staff are medically trained where appropriate
- Responsible for managing risk, risk registers and emergency procedures.
- Ensure whole-school adherence to GDPR regulations and reporting and facilitate data protection training for staff. Act as on-site DPO working under direction of Trust DPO and DPE services.
- Manage Subject Access Requests (SARs), ensuring timely and legally compliant responses to data access inquiries.
- Develop, implement, and review school (Tier 3) policies and procedures to enhance operational effectiveness.

### **Administrative Leadership:**

- Provide guidance and support to the school to ensure timely and accurate delivery of services including liaison with finance and approval of spend and services.
- Oversee pupil admissions, leavers and transitions ensuring a fair, transparent, and legally compliant admissions process.

### **Administration:**

- Maintain records and documentation to support operational functions and staff records.
- Develop and implement efficient systems for tracking and reporting operational performance.
- Ensure school websites remain accurate, compliant and up to date.

### **Safeguarding:**

- Responsible for ensuring safer recruitment is followed and following KCSIE.
- Management and administration of each schools SCR.

**Supervision & management:** Office Administrator in each school.

**Resources responsibility:** Parent Pay/ Equals card

## Person Specification

### Qualifications:

- CSBM or CIPD qualification or relevant experience.
- Level 5 minimum level of qualification.

### Knowledge & Skills:

- Proven experience in operations management, preferably in an educational setting.
- Ability to prioritise effectively across competing operational demands.
- Strong project management and change management skills.
- Ability to build effective relationships with multiple leadership teams.
- Strong understanding of HR policies, payroll systems, recruitment processes, and data protection legislation.
- Experience in managing pupil admissions and responding to Subject Access Requests (SARs).
- Excellent written and verbal communication skills, with the ability to create clear and concise reports and documentation.
- Possess an excellent command of language, demonstrating exceptional grammar, spelling, and an ability to articulate the written and spoken word clearly and effectively.
- Exceptional organisational skills and attention to detail, with the ability to manage multiple priorities effectively.
- Strong interpersonal skills, with a proven ability to build positive relationships with staff, students, and external stakeholders.
- Proficient in the use of office software and management systems, ideally with experience of using a school



# Ascend Learning Trust

**Welcome to Ascend Learning Trust, where we pride ourselves on our core motto 'Together we Belong, Believe, Become'.**

As a community of schools we strive to achieve this through our relentless commitment to our values of 'Compassion, Aspiration, Respect, Dedication and Integrity' for all of our students, with the potential of every individual within our community valued.

## **Compassion**

To always show kindness, inclusivity and empathy to each other and to encourage others to behave this way. To care for those around you and to consider the needs of all.

## **Aspiration**

To 'dream big' and to set your goals with no limits. You work hard towards your goals and follow your dreams and always believe that anything is possible.

## **Respect**

To treat everyone as you would always wish to be treated in both words and actions. This means listening to others, appreciating differences, showing kindness and always being considerate.

## **Dedication**

Always try your very best to commit to and achieve all of your goals and never give up even when things are tough. Face challenges courageously and keep focused on your goals.

## **Integrity**

Holding true to what you believe in and act in a way that shows this. Always be honest and if you are in the wrong accept feedback and apologise.

Our vision at Ascend Learning Trust is to create a sense of belonging for everyone. All our young people receive a holistic world-class education regardless of where they come from or their life challenges. They will leave their Ascend community with outcomes that opens doors to a fulfilling and successful future.

**Together we Belong, Believe, Become**







# HOW TO APPLY

---

Please note CVs will not be accepted. You must complete the application in full giving details of all employment, training, and gaps in employment since leaving school.

Please ensure the closing date for applications is met, we cannot be held responsible for lost or late applications. Due to the large number of applications it is not always possible to respond to each application but we aim to respond within two weeks of the vacancy closing date.

If you would like to arrange a visit to the school, or for more information about applying, please contact the recruitment team on 01793 781485.



Applications should be submitted directly via MyNewTerm, you can access our careers page using the following link:

**[Ascend Learning Trust MyNewTerm](#)**

