

iet

isle
education trust

Candidate Information Pack

Trust Operations Director – Central Support Services

klpa kilton lindsey
primary
Academy

bspa burton upon stather
primary
Academy

apa althorough
primary
Academy

ca coritani
Academy

eпа epworth
primary
Academy

sa south
axholme
Academy



About IET

The Isle was created when local ancient settlers in North Lincolnshire combined their communities enabling individual inhabitants to live safely and thrive. Isle Education Trust is proud to have built itself on these foundations and is a community of schools who grew from the mutual recognition that by working together to build communities we can inspire each other to be excellent.

Isle Education Trust (IET) was formed when South Axholme Academy and Epworth Primary Academy became partners to support and develop excellence in the local education community. Soon after, the benefits of belonging to a wider community all working together with a common purpose attracted Coritani Academy to join the Trust.

Isle Education Trust is an education community, driven by the belief that individuals and communities flourish together when they

- are **respectful** of their communities and the individuals within them.
- work together to **inspire excellence** in one another in order to thrive.
- are **resilient** to challenges and dare to be excellent.

At Isle Education Trust each academy has its own mind-set which underpins all that they do. Our students are at the heart of everything we

do, and we aim to ensure every single one of them has the support and guidance they need in order to reach their full potential.

We believe that every individual matters – learners, staff, parents and governors. The Trust places equal emphasis on enjoying learning inside and outside of the classroom. We feel passionately that all students should have the opportunity to be involved in a broad range of activities, regardless of gender, background or religion. In this way students gain a breadth of experience to enable them to develop into highly sought after individuals in whatever route they take upon leaving the Trust.

IET is committed to supporting academies to achieve this goal by celebrating what is unique about each setting, whilst providing structures and mechanisms to reduce pressures on Principals and leaders by absorbing roles such as finance, HR, Estates Management, IT and other statutory obligations in to the IET Centralised Services team. As a result, Principals are able to devote their time and energy to managing teaching, learning and the quality of education within their academy so that it is the very best that it can be.

- We believe that we can ***inspire excellence together*** and are a place where ***communities matter*** and ***individuals thrive***.





Welcome from the CEO

Dear Prospective Colleague,

Thank you for your interest in joining Isle Education Trust. I'm delighted that you're considering becoming part of our team—whether you're looking to support students directly or contribute to the vital work that happens behind the scenes, your role matters deeply to us.

At Isle Education Trust, our vision is clear: *Inspiring Excellence Together*. Across our family of academies, we recognise that excellence doesn't happen by chance—it's built by a committed, skilled, and diverse team working together with shared purpose.

Our non-teaching colleagues are the backbone of our success. From safeguarding and administration to site management, finance, pastoral support, and everything in between, you help shape the culture and daily experience of our schools. Your expertise keeps our academies running smoothly, our environments safe and welcoming, and our pupils supported every step of the way.

We are proud to uphold values that guide our Trust:

- **Respect** – shown through honesty, consistency, and care.
- **Resilience** – demonstrated in our commitment to excellence, even in the face of challenge.
- **Inspiration** – sparked by individuals who lead by example and empower others to thrive.

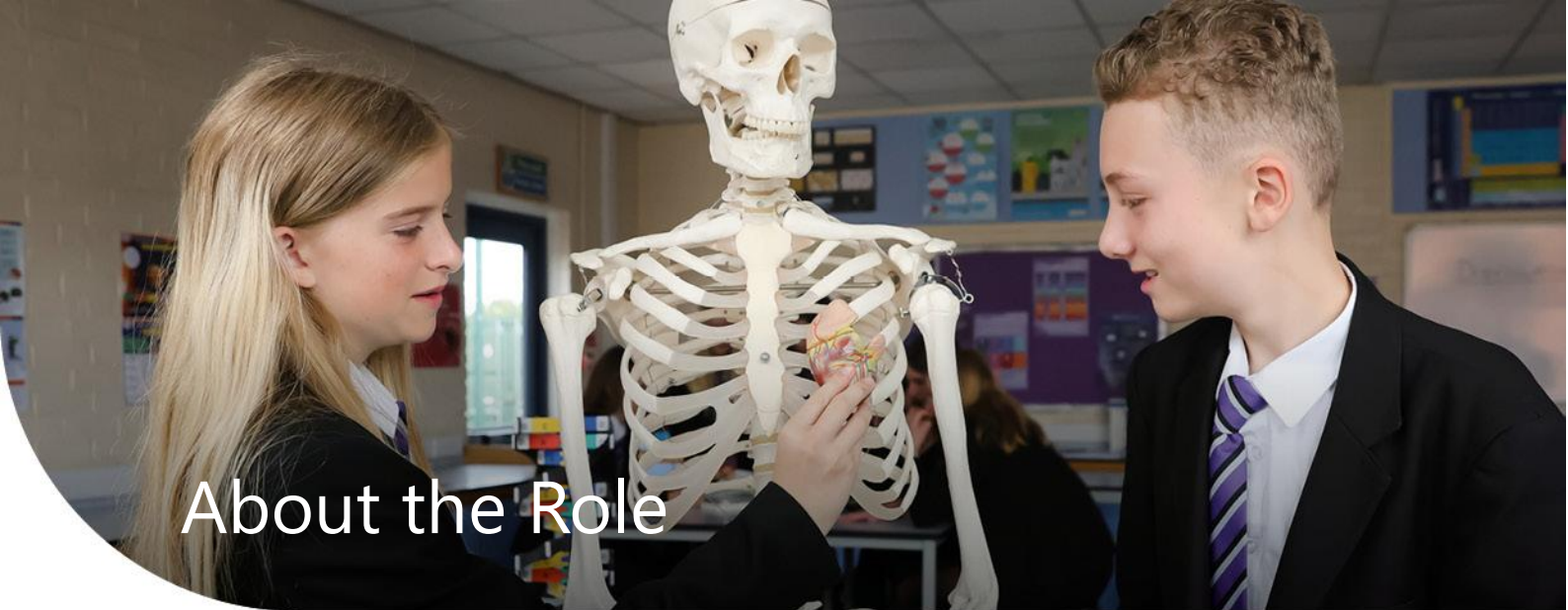
When you join our team, you'll find a community where your contributions are valued, your development is supported, and your wellbeing is prioritised. We offer professional learning opportunities, a culture of collaboration, and a genuine commitment to making our academies great places to work.

If you share our belief that every role within education is a chance to make a difference, I warmly invite you to explore opportunities across the Trust. We'd be thrilled to welcome you into our mission of inspiring excellence—together.

Warm regards,



Sarah Sprack
CEO, Isle Education Trust



About the Role

We are looking for an exceptional Trust Operations Director to join our ambitious and growing team supporting the CF&OO with the strategic and operational direction of our support services, which includes HR, Governance, ICT, Premises, Health & Safety and Catering. If you are a highly organised, detail-orientated, proactive individual, this may be the role for you.

Isle Education Trust (IET) is a dynamic Multi-Academy Trust with academies across North Lincolnshire, currently comprising of four primary schools, a secondary school and an alternative provision, where we believe strongly in inspiring excellence together and being a place where communities matter and individuals thrive.

This is a key role supporting the Executive Team and School Leaders ensuring operational excellence, strategic development and compliance. The Trust Operations Director ensures that all operational services are well planned, cost-effective, supportive and aligned to the Trust's vision and ethos.

At Isle Education Trust we believe that everyone who works with us has a positive impact on our students and communities, no matter what role they do. We value our people and to demonstrate that we offer excellent opportunities for professional growth. We provide flexible working arrangements to support work-life balance, generous pension schemes, wellbeing initiatives and family friendly policies.

If you are passionate about providing outstanding professional support and making a meaningful contribution to our excellent trust, then we would be delighted to hear from you.

If you would like any further information about the role, do get in contact by emailing shodder@isleeducationtrust-iet.co.uk or by calling 01427 433013. We would be delighted to talk to you!

Every best wish,

Samantha Hodder
Chief Finance & Operations Officer
Isle Education Trust



Job Description

Job Title	Trust Operations Director
Salary details	£51,000 - £60,000
Job Details	37 hours per week, all year
Location	Hybrid – Home and IET Head Office Staynor House, Newborn Court, Epworth, Doncaster, DN9 1HQ
Required	As Soon as Possible
Application Close	9am, Tuesday 25 th August 2026
Interview Date	TBC

Job Purpose

The Trust Operations Director is a key role ensuring the effective delivery, development and continuous improvement of all operational services across Isle Education Trust. Reporting to the Chief Finance & Operations Officer and working closely with Executive Team and School Leaders, you will provide leadership and oversight of Estates, Human Resources, Governance, Information and Communication Technology (ICT), and Catering functions, ensuring that operational services are compliant, efficient, resilient and aligned with the Trust's educational vision and strategic objectives.

The Trust Operations Director will lead the development and implementation of operational strategies that enable schools to focus on delivering outstanding educational outcomes. You will ensure that Trust-wide systems, resources and infrastructure support sustainable growth, provide value for money, mitigate risk, and promote the highest standards of health and safety, workforce management, governance, digital innovation and service delivery.

You will contribute to organisational strategy, drive operational excellence, lead change and transformation programmes, and ensure the Trust operates in accordance with statutory, regulatory and governance requirements. Building strong partnerships with school leaders, Trustees, external agencies and service providers to create an operational environment that supports staff, enhances student experiences and secures long-term sustainability across the Trust.





Key Responsibilities and Accountabilities

Main Responsibilities

In partnership with the CF&OO and Central Support colleagues:

Strategic Leadership

- Provide strategic leadership and direction for all IET operational functions, including Human Resources, ICT, Governance, Estates and Catering
- Develop and deliver IET's operational strategy, ensuring alignment with the vision, values and strategic objectives
- Contribute to Trust-wide planning, decision-making and organisational development
- Lead operational transformation and continuous improvement initiatives to enhance efficiency, effectiveness and service quality across IET
- Support IET's growth and expansion plans, including the onboarding and integration of new academies

Human Resources

- Development and implementation of IET's people strategy to attract, develop and retain a high-performing workforce
- Ensure compliance with employment legislation, safeguarding requirements and best practice in workforce management
- Oversee Trust-wide HR policies, procedures and workforce planning
- Provide strategic oversight of employee relations, organisational change, recruitment, absence management and staff wellbeing initiatives
- Monitor workforce data and key performance indicators to inform decision-making and improve outcomes

Information and Communication Technology (ICT)

- Develop and implement the IET's digital and ICT strategy to support teaching, learning and operational effectiveness
- Ensure secure, resilient and reliable ICT infrastructure and services across all academies and central functions
- Oversee cyber security, data protection, GDPR compliance and business continuity arrangements
- Lead digital transformation projects and investment in technology solutions that improve efficiency and user experience
- Manage ICT service providers and contracts to ensure value for money and high-quality service delivery

Governance and Compliance

- Ensure compliance with the Academy Trust Handbook, Companies Act, charity law, education regulations and IET policies
- Oversee the delivery of high-quality governance advice, documentation, reporting and statutory returns
- Maintain effective systems for policy development, review and implementation across IET
- Lead organisational risk management, ensuring risks are identified, assessed and mitigated appropriately

Estates and Facilities Management

- Provide strategic leadership for the IET's estates and facilities management function
- Develop and implement long-term estates strategies that support educational delivery, sustainability and future growth
- Ensure compliance with health and safety legislation, statutory testing and building regulations
- Oversee capital projects, maintenance programmes, condition improvement works and capital funding applications
- Ensure IET premises provide safe, secure, inclusive and effective learning and working environments



Main Responsibilities Continued

Catering Services

- Lead the strategic development and management of catering services across IET
- Ensure compliance with food safety legislation, nutritional standards and health and safety requirements
- Monitor service quality, customer satisfaction and financial performance
- Drive improvements in catering provision, promoting healthy eating and positive dining experiences for pupils and staff
- Manage catering contracts and service providers to achieve value for money and high standards of service delivery

Risk, Health & Safety

- Lead IET's approach to operational risk management and business continuity planning
- Ensure robust health and safety arrangements are implemented and monitored across all academies and IET Head Office
- Maintain compliance with statutory responsibilities and regulatory requirements
- Ensure effective emergency planning, incident management and crisis response procedures are in place

Stakeholder Management and Service Delivery

- Build and maintain effective relationships with Principals, Trustees, Governors, colleagues, local authorities, regulators and external partners
- Ensure operational services are customer-focused and responsive to the needs of academies and stakeholders
- Establish and monitor service standards, performance measures and reporting frameworks across all operational functions
- Foster a culture of collaboration, accountability, innovation and continuous improvement throughout IET

Leadership and Management

- Lead, motivate and develop operational teams to deliver high-quality services across IET
- Promote a positive, inclusive and high-performing culture that reflects the IET's values
- Ensure effective succession planning, talent development and professional growth within operational teams
- Model exemplary leadership behaviours and champion excellence across all areas of responsibility



We expect all Trust staff to:

- Work with all students ensuring equality of opportunity for all.
- Take responsibility for Safety and Welfare of all students, raising any concerns following the Academy/Trust protocols and procedures.
- Work proactively and effectively in partnership with all stakeholders.
- Carry out a share of statutory supervisory duties.
- Treat students with dignity and build relationships rooted in mutual respect and at all times observing proper boundaries appropriate to the professional position.
- Participate in CPD relevant to the role.
- Accompany teaching staff and students on visits, trips and out of school activities as required.
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English and numeracy.
- Participate in arrangements for examinations and assessments.
- Take an active role in promoting good behaviour in and around the Academy/Trust.
- Ensure that students adhere to the uniform code and apply sanctions when this code is breached.
- Develop an academy learner mind-set – the attitudes, skills and learning habits needed to become an inspired, confident and independent learner.
- Be a positive role model and demonstrate consistently and effectively the positive attitudes, values and behaviour which are expected of students.
- Ensure compliance with data protection laws and safeguarding procedures.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Regularly review the impact of their work and its impact on students' progress, attainment and well-being, refining approaches where necessary and responding to advice and feedback from colleagues.
- Proactively participate with arrangements made in accordance with the Appraisal Policy.
- Have professional regard for the practice, ethos and policies of the Academy/Trust and maintain high standards in your own attendance and punctuality.
- Operate at all times within the stated policies and practices of the Academy/Trust.
- Contribute positively and effectively to the whole Academy/Trust ethos.
- Cooperate with other staff members to ensure a sharing and effective use of resources to the benefit of the Academy, individual departments and students.
- Attend and participate in appropriate calendared meetings.
- Take responsibility for own professional development and duties in relation to Academy policies and practices.
- Liaise effectively with staff, students, parents and governors.
- Ensure compliance with Health and Safety at Work Act 1974 and all other policies related to health and safety, and to ensure compliance with the Data Protection Act 1988.
- Carry out any other duties as directed by your Line Manager as may from time to time be agreed in accordance with the nature of the job described above.

This is not an exhaustive list of tasks and job descriptions will be continually reviewed and changed according to the needs of the Trust.

Post holders will be expected to be flexible in undertaking duties and responsibilities attached to their post and may be asked to perform duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.



Person Specification:



Education, Qualifications and Relevant Experience	Essential	Desirable
Minimum of 5 GCSEs or equivalent qualifications or experience including English and Maths	A I	
Professional qualification in Health & Safety e.g. NEBOSH, IOSH	A I	
Professional qualification in Operations or Business Management	A I	
Educated to degree level		AI
Evidence of Continued Professional Development relevant to the role	AI	
Knowledge, Experience, Skills and Competencies	Essential	Desirable
Proven senior leadership experience managing multi-disciplinary teams in complex organisations	A I	
Understanding of principles and legislation within an education or regulated body sector		A I
Strong business, and administrative expertise	A I	
Experience in estates management, capital projects and facilities operations	A I	
Experience of risk management, compliance and governance frameworks	A I	
Advanced IT literacy and experience managing digital systems and infrastructure	A I	
Exceptional ability to plan, prioritise, multitask, and manage a varied and demanding workload to meet tight deadlines	A I	
Understanding of recent and relevant developments in education		A I
Experience of working in a Multi-Academy Trust or educational setting		A I
Experience of dealing with difficult enquiries and situations in a professional, proactive and helpful manner	A I	
Exceptional written and verbal communication skills	A I	
Strong people skills, with the ability to build and maintain relationships with a wide range of stakeholders	A I	
Ability to maintain absolute professionalism and strict confidentiality with all sensitive materials and discussions	A I	
Strong critical thinking skills, with the ability to anticipate needs and proactively address issues	A I	
Professional, approachable and resilient under pressure	A I	
Proven track record of delivering work on time without compromising accuracy or compliance requirements	A I	
Detail orientated with a proactive, solution focussed approach	A I	



Personal Qualities & Essential Attributes	Essential	Desirable
Highly developed interpersonal and communication skills; diplomatic, persuasive and influential	A I	
Strategic thinker with strong problem-solving capability and a solutions-focused mindset	A I	
Confident decision maker, able to take difficult decisions when required	A I	
High personal standards, resilience under pressure and a commitment to leading by example	I	
Carry out all duties having a regard to an employee's responsibility under Health & safety Policies	A I	
Flexible and good-humoured approach	I	
A proven track record of excellent attendance and punctuality	I	
A sense of humour and good sense of well-being	I	
Able to work with or without supervision	A I	
Willingness to participate in further training and developmental opportunities offered by the Trust	A I	
Safeguarding	Essential	Desirable
A commitment to following the Trust's safeguarding and health and safety procedures and recognise when to report any concerns	A I	
Equal	Essential	Desirable
Knowledge, understanding and commitment to equality, diversity and inclusion	A I	

KEY

A = assessed through the application process

I = assessed through the interview process





Trust Benefits:



Pension Scheme

All staff are enrolled in either the Teachers' Pension Scheme or Local Government Pension Scheme, whichever is relevant.



Continuous Professional Development

IET offers numerous opportunities for continued CPD for **all** staff including NPQs and apprenticeships



Cycle to Work Scheme

Eligible staff may apply to purchase a new bike, e-bike or cycling accessories through this salary sacrifice scheme, making significant savings.



Staff Wellbeing

This is a priority for the Trust. All staff have access to a free Employee Support Package, including 24/7, 365 days a year online and telephone support covering areas such as mental health, bereavement, financial advice and counselling.



Healthcare

All staff have free access, 24/7, 365 days a year to an online doctor.



Flu Vaccinations

All staff are able to request a free voucher for a flu vaccination in the Autumn term.



Discounts

Through our employee benefits platform, staff can make significant savings through discounts and vouchers in a range of areas including restaurants, supermarkets, retail and holidays.



Appointment Process

How to apply

To apply for this post, visit the IET website:

[Isle Education Trust - Vacancies](#)

Receipt of early applications from candidates with the appropriate experience, qualifications and personal qualities may result in an early interview being offered.

Isle Education Trust promotes equality of opportunity and welcomes applications from all sectors of society.

Isle Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts at Isle Education Trust are subject to an Enhanced Disclosure and Barring check.