

# OPERATIONS MANAGER RECRUITMENT PACK

*25<sup>th</sup> July 2025*



# Meet our Headteacher



*Tim Stonall*

**Headteacher**

Welcome to Sir John Talbot's School, a well-established, highly successful 11-18 secondary school situated in Whitchurch. Our mission is to enable young people to be successful, creative, lifelong learners participating in a journey of self-discovery through the vision of 'Achievement through caring'.

I am passionate about ensuring all our students see personal success in their journey through our school and Sixth Form, whilst growing as fully rounded individuals capable of accessing and achieving the very best that life has to offer. Students are expected to demonstrate Empathy, Integrity, Equality, Creativity and Excellence in everything they do. Our students and staff are proud to be a part of the school and the local community and engage fully with partnerships and organisations locally, nationally and globally as opportunities allow.

If you take the time to visit us or to delve into the

content of our website, I trust you will gain a good insight into everything we have to offer. Please do read through our newsletters, parent weekly updates, prospectus and policies to see how deeply we stand by our vision and values.

We commit to protect your wellbeing and support your work life balance, so why not join the team and make a real difference to the lives of our young people.

We grow great teams here and create a truly invaluable sense of achievement. We are going places!

This is an exceptional opportunity for the right candidate to make a meaningful impact. You'll work alongside inspiring students, join forces with a passionate and supportive team, and contribute significantly to the continued growth and success of our school..

# Job description



## Post title

Operations Manager



## Salary

P013 (SCP 39-42)  
£48,710 to £51,802



## Hours of work

Full time



## Post status

Permanent

## We offer

- An 'Outstanding' curriculum and learning experience for our young people.
- Excellent professional learning and support at every stage in your career, with opportunity for continued personal development through our Talent Pathway Career development opportunities including funded NPQ qualifications.
- Funded monthly professional life coaching for Headteachers.
- An enthusiastic and supportive team of staff, parents and governors
- A core belief in staff wellbeing and work life balance for all, evidenced in policy and practice.
- Year-round free access to our fitness suite.
- Benefits including funded counselling, physiotherapy and GP and other medical support.
- Spacious Sixth Form Facilities and excellent outcomes.

## Purpose

Can you assist the Headteacher in managing all aspects of school business on a day-to-day basis and support the Leadership Team to meet its aims and objectives?

Can you foster a culture of continuous improvement across the operations of the school, ensuring strategic use of resources, promoting income generation and enhancing efficiency and effectiveness?

Can you contribute to providing a safe and welcoming environment for children and young people to learn where they and all visitors to site feel a sense of belonging?

## Why this role above others?

You will be part of a strong Leadership Team who have a variety of leadership specialisms, all offering support and guidance to each other, which creates a positive and hardworking ethos.

Staff go above and beyond to ensure all students achieve through caring.

Any questions regarding the role can be raised with Gail Winstone, ahead of the closing date:

[Gail.Winstone@sjt.mmat.co.uk](mailto:Gail.Winstone@sjt.mmat.co.uk)

## Responsible to:

Headteacher, whilst working closely with other Headteacher's from local primary schools.

## Outline of role:

- The Operations Manager will take responsibility for the management of school premises, Health & Safety, and administrative functions. Reporting to the Headteacher, the post holder will be supported by school administrative and site staff to ensure these functions operate effectively and efficiently and support the School Development Plan and objectives. This role includes supporting a small number of local Trust primary schools in their estates and premises management and in ensuring compliance. .
- **Main duties:**
- Line management of school premises staff, establishing and directing the work schedules for site teams in line with school development priorities.
- Management of school budgets for administrative costs, ensuring expenditure is in line with agreed budgets and value for money is being achieved.
- Management of school budgets for premises and maintenance costs. In conjunction with the school Headteacher and Trust Director of Finance, ensuring budgets reflect the development priorities of the school.
- Ensure all operational policies, procedures and statutory regulations are implemented and observed at all times.
- Oversee management of externally contracted services such as cleaning, grounds maintenance and catering, ensuring any issues are reported and resolved with contractors.
- Manage capital projects within budget whilst achieving high quality

outcomes.  
sirjohnalbots.co.uk

## Premises

- Develop and direct a programme of work for site staff for maintaining school premises.
- Maintain a record of service and maintenance schedules for school equipment and ensure testing and servicing carried out in accordance with legislation.
- Lead on all health and safety matters within school, ensuring risk assessments and policies are in place, that comply with the Trust's responsibility for ensuring a safe and healthy environment for staff, students and visitors.

## Income Generation

- Promote and coordinate the letting of school facilities including Leisure Centre and onsite Fitness Suite to maximise community use of school facilities and generate additional revenue.
- Plan, co-ordinate and deliver school fundraising events to generate additional revenue and increase profile of school in the community.
- In conjunction with the Headteacher, identify potential sources for additional revenue and grant funding.

## Strategic Responsibilities

- Support and advise the school's senior leadership team to meet its aims and objectives. Ensuring strategic and effective use of resources and the utilisation of the school environment.
- Update and monitor the school's premises development plan, utilising information gained from condition and compliance surveys. Ensuring the school has a clear 3-year plan

## Developing self and leading others:

- Take responsibility for own professional development including maintaining an up-to-date knowledge of developments and related legislation including engaging fully in performance management of self and other staff (if applicable)
- Contribute to effective staff induction and professional development
- Manage own workload, providing support where necessary and delegating where appropriate to ensure that professional duties are fulfilled, as identified

## Community responsibilities:

- Effective dialogue with parents in accordance with school policies.
- Attend and support community events as required.

## In addition to the above all Marches Academy Trust staff are required to:






- Adhere to policies and procedures, including Equality and Diversity and Health and Safety.
- Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons.
- Undertake appropriate training and development as required.
- Participate in the Performance Review Cycle.
- Demonstrate excellent Customer Care in dealing with all customers.
- Ensure positive effective working relationships with the school teams, stakeholders and partners.



## Objectives and outcomes:





- To be agreed with the successful post-holder once appointed.
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.
- The post holder may have opportunities to work in other schools within The Marches Academy Trust.

# Person specification

	 <b>Essential</b>	 <b>Desirable</b>
 <b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Good standard of secondary education with GCSE level 5 (or equivalent)</li> <li>• NVQ Level 5 or equivalent</li> <li>• First Aid Qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Formal Facilities Management qualification (CFM) accreditation from IFMA)</li> <li>• NEBOSH qualification</li> </ul>
 <b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 5 years' experience in a support role (2 of which are at a senior level)</li> <li>• Experience of managing a department budget</li> <li>• Line management experience and staff appraisals</li> <li>• Experience of working in an educational setting.</li> <li>• Experience of project/capital management</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an educational setting</li> </ul>
 <b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of Health and Safety, risk assessments and core operational policies and procedures.</li> <li>• Very good numeracy and literacy skills.</li> <li>• Excellent computer skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of continued professional development to enhance core skills.</li> </ul>



# Person specification

	 <b>Essential</b>	 <b>Desirable</b>
 <b>Skills</b>	<ul style="list-style-type: none"> <li>• Willingness to participate in training and development opportunities.</li> <li>• Ability to plan and organise effectively.</li> <li>• Management skills</li> <li>• Ability to train, supervise and develop other staff</li> <li>• Ability to interpret advice/statute and to devise policy/practice in light of these</li> <li>• Can demonstrate good organisational skills and the ability to forward plan</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of continued professional development to enhance leadership skills</li> </ul>
 <b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Ability to relate well to children and young people, colleagues and senior leaders</li> <li>• Approachable and willing to take matters forward to a satisfactory conclusion</li> <li>• Shows commitment to work and a strong work ethic</li> <li>• Ability to work well as part of a team</li> <li>• Flexibility and reliability</li> </ul>	

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

Motivation to work with children and young people

Ability to form and maintain appropriate relationships and personal boundaries with children and young people

Emotional resilience in working with challenging behaviour

Attitudes to use of authority and maintaining discipline

# Welcome from the CEO



**This is a high achieving Trust that is imaginative and creative in its approach to teaching and learning and is keen to look for continued sustained improvement.**

Our vision 'Achievement through Caring' is central to all that we do at The Marches Academy Trust. Our schools are, innovative and striving to ensure that young people make the very most of their learning adventure and are equipped with the skills required to prosper in the modern world.

We are immensely proud of the Alliance of Leading Learning who provide a wide range of professional development opportunities across our Trust, nationally and internationally.

*Sarah Finch*

**CEO**

The Marches Academy Trust

## **Our family of schools currently includes:**

- The Marches School and Sixth Form in Oswestry
- Sir John Talbot's School and Sixth Form in Whitchurch
- Tilstock CE Primary School and Nursery in Whitchurch
- The Grove School and Sixth Form in Market Drayton
- Lower Heath CE Primary School and Nursery in Lower Heath
- Shrewsbury Academy in Shrewsbury
- Longlands Primary School and Nursery in Market Drayton
- Grange Primary School and Nursery in Shrewsbury
- Oakmeadow CE Primary School and Nursery in Shrewsbury
- Woodlands School in Wem
- Idsall School and Sixth Form in Shifnal
- Selattyn CE Primary School



# Meet our Chair of Trustees



Alex Fry

Chair of Trustees

Thank you for your interest in this role.

The Trust is looking to appoint an individual to build on our Trust's current strengths and achievements.

As a thriving Trust serving over 6,000 students and their families in Shropshire, this a pivotal role in driving continuous improvement across our schools and will contribute to our vision of 'achievement through caring'.

Collaborative working with other schools in our Trust offers many benefits for students and staff; sharing best practice in teaching and learning, curriculum collaboration, extracurricular opportunities, staff development, finance and human resources, legal services, school improvement structures and governance arrangements.

We hope that the opportunity to shape the work of our schools and their staff to harness their professional expertise, with the goal of securing excellent outcomes, is one you would relish.

The prospect of this role goes beyond the immediate job description. The successful candidate will influence and help shape the strategy of the Trust, with the opportunity to support our ITT provision, support leadership development and career paths as well as drive efficiencies across our schools.

For the right individual, this is an exceptional opportunity. The right candidate will have no better chance of working with wonderful students, super staff and shaping our Trust into the future.

# Who we are



## Welcome to the Marches Academy Trust!

We are a multi-academy sponsor based in Shropshire, currently comprising five secondary schools, five primary schools and one special school.

Across our Trust we have a wealth of experience to inspire and motivate children, young people and staff to be the very best they can.

Achievement Through Caring drives our Trust, and our values are shared throughout our family of schools; we work together on embedding them in everything we do.

Our Trust prides itself on delivering high quality education and connecting with our children and young people to inspire and enthuse them to learn, achieve and to be happy.

Welcome to our school. Sir John Talbot's School is delighted to announce its recent Ofsted rating of "Good," with two "Outstanding" areas: Leadership and Management, and Personal Development. This reflects the unwavering commitment to excellence, inclusivity, and holistic education that defines the ethos of the school "Achievement through Caring".

The school is at the centre of the community of Whitchurch, with excellent links to sports, business, and partner primary schools. We are committed to equipping all pupils with the skills and experiences that will prepare them for life. As part of the Marches Academy Trust, we have access to a network of support and challenge, ensuring we are operating at the forefront of educational thinking. The school sits in mature grounds with historic roots, providing an attractive setting in which pupils can thrive. Facilities are extensive including the community Leisure Centre, well-resourced faculty areas and Sixth Form.

### Check out our video:

<https://youtu.be/UrWT90VrFI0>

### Also, our Ofsted video:

<https://youtu.be/8G0fCjymzzg>

**Interested? [Click here to apply.](#)**

### The closing date for applications is:

Monday, 1<sup>st</sup> September 2025 at 9am

### Interviews will be held:

Friday, 5<sup>th</sup> September 2025

The Trust is committed to safeguarding and promoting the welfare of the children in our care and expect all staff to share this commitment.

A core belief in staff wellbeing and work life balance evidenced in policy and practice

# Our Trust Vision Statement and Values



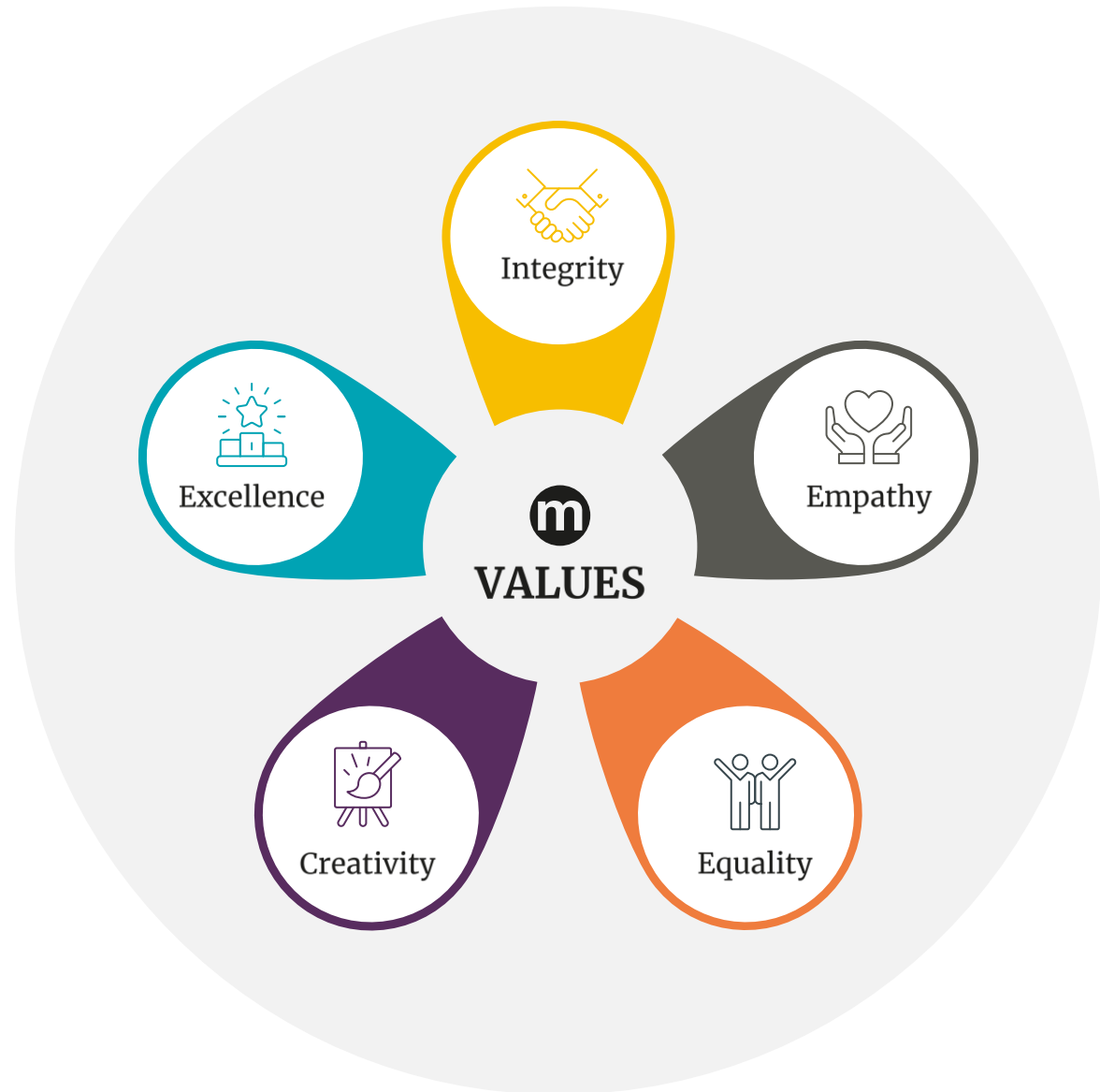
## Our Vision

Achievement through caring



## Mission Statement

As a Trust, it's our mission to empower everyone in our Trust and our communities to live and breathe our values and Achievement Through Caring, to reach their full potential.



# Our investment in you

## Talent Spotting our Future Leaders

Our Talent Pathway supports the professional development of staff within the trust. We identify leadership talent and leadership needs for future succession planning – ensuring relevant and practical leadership development opportunities for staff.

Our talent management programme and our Career Development Pathways provide a framework for the discussion of your leadership journey and the professional learning you can access along the way.

## Talent Contract

The Talent contract is a promise; a covenant between yourself and the trust that the Trust will do its' very best to support and develop you professionally. The Contract describes a variety of Professional development opportunities and encourages you to identify and pursue your training needs.

We believe successful creative lifelong learners participate in a journey of self-discovery. They know how to learn, acquire skills and feel safe to take risks with confidence and courage.





# Our investment in you

We really care about employee wellbeing and our commitment is set out in our Wellbeing Policy and Charter. This commitment is underpinned by our four pillars of wellbeing;

## Emotional

Some examples include a robust induction programme, Trust newsletter, professional performance reviews (appraisal) and line manager check-in meeting. We have clear policies and procedures relating to all aspects of your employment and we carry out an annual well-being survey to gauge the health of our staff.

## Physical

We are blessed that our schools are located in beautiful Shropshire market towns and /or rural locations. We can offer discounted local gyms and onsite facilities in our secondary schools.

## Financial

We offer membership to two great pension schemes; Local government pension scheme and Teachers' pension scheme. Our terms and conditions are aligned to Burgundy Book & School Teachers Pay & Conditions Document (teachers) and NJC Green Book (associate staff). We also recognise continuous service for sickness, maternity and annual leave entitlements for those transferring under the Redundancy payments (local government) Modification Order (RPMO).

## Social

Encouragement of great working relationships and sense of belonging through team building events, PD days, end of term events and Trust Awards evening.

## Wellbeing Offer

We are delighted that our wellbeing offer includes access to a free confidential medical and wellbeing service with School's Advisory Service (SAS) for all staff. Services available include counselling, bereavement counselling, physiotherapy, menopause support and stress awareness sessions. We encourage staff to utilize SAS in seeking out preventative and early intervention by making support easily accessible for all!

Generous  
non-contact  
time for  
staff



We are a school led inclusive partnership representing all phases and school contexts nationally and internationally. Our core team at The Marches Academy Trust have trained over 400 ITT and over 150 School Direct students; we have also led the professional learning of over 5,000 educational leaders and governors.

We deliver the DfE National Professional Qualifications, and we actively encourage our staff to complete an NPQ programme at their earliest opportunity.

We also talent spot, from within our Trust team, colleagues who want to share their expertise and enhance their experiences by becoming an Improvement Consultant.

Supporting schools, departments and individuals across the Trust and also external schools.

Embracing all our work is the unique Professional Learning Conference we host each year which continues to inspire school colleagues nationally.

In joining The Marches Academy Trust, you have direct access to an outward facing large group of outstanding schools across the West Midlands and beyond.

Quite simply we want to ensure the right expertise exists to enhance a self-improving system and impact learners, leaders and schools to drive continuous improvement.

You will be part of this success story as a member of our team; and on starting your new post you will also be starting your learning journey - with all the benefits of being part of a large and successful Trust with exemplary partnerships nationally and internationally.



**We hold true to delivering current, inspirational training that has real impact back in the workplace. Most importantly our participants confirm in countless testimonials that we invest in their leadership journey.**

Cavelle Priestley-Bird, Executive Director  
of People and Development)



# Bits you need to know

The Marches Academy Trust values each person equally. We are committed to building a diverse team and embedding a welcoming, inclusive culture that encourages diversity and authenticity. We believe this will encourage creative ways of thinking – ensuring we collaborate more effectively and achieve better outcomes. We welcome applicants from all qualified candidates who share this commitment.

Everyone within our Academy Trust shares the objective to help keep children and young people safe by contributing to:

Providing a safe environment for children and young people to learn in an education setting and identifying those who are suffering or likely to suffer significant harm, taking appropriate action with the aim of ensuring they are kept safe both at home and within the education setting and we expect all staff to share this commitment. Shortlisted applicants will be asked to declare any criminal convictions and will be subject to online checks. The successful applicant will be subject to an enhanced DBS check.

“This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Criminal Records Bureau before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during their employment whilst in this post.”






# Sir John Talbot's school

part of the Marches Academy Trust

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