



Director of Operations

Candidate Pack

Forward As One Church of England Multi Academy Trust is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Working as One Family to put young people first



With roots in an Outstanding, inner-urban, multi-cultural National Support School, educational charity Forward as One is a growing Church of England Multi-Academy Trust of faith and non-faith schools in local authorities across Greater Manchester.

Our strong, sustainable and local trust has a proven track record of excellence in school performance, trust leadership and management, creating stable and successful learning and working environments for both adults and students.

One Team, One Mission, One Family

With the collaborative support of our One Team, school leaders, staff, students and families work towards our One Mission as One Family, empowering young people with the education and opportunities they need to flourish and prosper during their lifetimes. Forward As One puts young people first in order to build communities that thrive economically, academically, spiritually, physically and emotionally.

Karen Bramwell OBE

Our Values

Moving Forward as One

Schools work closely together, with an ethos of collective accountability and meaningful collaboration that drives our whole trust community forward as one. A strong trust with proven outcomes, Forward as One nurtures, embraces and celebrates the diversity and uniqueness of your school, your young people and your community, empowering everyone to flourish.

Family.....Working together for collective success

Openness.....Sharing with, and being accountable to, others

Resilience.....Overcoming challenges through commitment and perseverance

Wisdom.....A lifelong love for learning, understanding the world around us

Aspiration.....Pursuing excellence in all that we do

Research.....Grounding everything we do in evidence and best practice

Diversity.....Fostering inclusive and vibrant learning communities



The Role

Forward as One CE are a trust which continues to grow and flourish. We look forward to strengthening our Operations team in response to this growth, and in preparation for further growth by the end of 2025.

This is a fantastic and new opportunity for a values led, dedicated and knowledgeable Leader in educational operations to join Forward As One Church of England Multi-Academy Trust as our Director of Operations.

Thank you for taking the time to review this candidate pack for the role of Director of Operations we look forward to receiving your application.

Karen Bramwell OBE

A strong, diverse family of schools, Forward As One Church of England Multi Academy Trust was founded in 2015 to serve communities within the Greater Manchester region acting as a Civic Leader within the School System locally and nationally – providing service and leadership to the System which complements our work within our schools, their parishes, and communities. We are a family of 15 primary schools, scheduled to grow to 18 by the end of 2025.

Closing date for applications: 7th July- 9:00am

Interviews: 8th July

Due to our recent and future growth, we are looking for a candidate who can take a strategic lead in Property and Estates Management, Strategic Governance, Health & Safety, Risk management and policy, IT, our external professional development including Ambition programmes plus Initial Teacher Training (ITT) and organisational growth.

Outstanding delivery in these operational areas is critical to the success of our schools, and the process of welcoming new schools to our Forward As One family. This enables our leaders to focus on learning and teaching.

You will line-manage leaders in each of these key areas, as well as being a key member of the Executive Team of the trust. You will work very closely with our CFOO as we develop this role due to our Trust size, improving our capacity for further growth.

This is a key appointment for the Trust, and you will be leading and working in a team of generous leaders who collaborate effectively on behalf of our children and their communities.

We are looking for someone with successful experience of operations management in a complex organisation, with the ability to manage all business-related areas and multiple projects across a multi-site operation. With sound business judgement and a commercial approach, the successful candidate will demonstrate the ability to implement operational improvement whilst ensuring value for money.

This is a hybrid role, with the successful candidate having an office base and also the opportunity to work from home. If you would like a conversation about the role or a visit to a school, or a hub office please contact Jen Mills Millsj@spsd.fa1.uk who is the PA to the CEO and is overseeing this process.



Director of Operations

Salary: £63,000 to £68,000

Contract: Permanent

Location: Opportunity to work flexibly from home and our Hub offices

Reports to: CFOO

Purpose of the role

Provide strategic and operational leadership across key areas of Trust Operations, including property and estates management, strategic governance, health and safety, risk management and policy, IT services, external professional development (including Ambition programmes), Initial Teacher Training (ITT), and organisational growth. Ensure the operations function is high-performing, efficient, and supports the seamless and effective functioning of all schools within the Forward As One family.



Strategic Leadership Role

(As a key member of the executive team supporting the Trust Board)

- Be a significant senior leader and manager in the Trust and take a key role in important decisions.
- Lead on Property and Estates Management, Strategic Governance, Health & Safety, Risk management and policy, IT, our external professional development including Ambition programmes plus Initial Teacher Training (ITT) and organisational growth.
- Advise the Trust Board and Local Advisory Boards on key business operation decisions
- Meet with and support the work of the Pupil Advisory Board and its Departments when required
- Actively seek out and recommend improvements to processes in schools and across the trust, this includes Trust wide systems for economies of scale but also improving effectiveness and efficiency
- Provide leadership, coaching, guidance and support to staff, trustees, and governors especially those with operations management responsibilities and arrange training and development where required, to support effective management across the Trust
- Develop relationships across Forward As One and support the leveraging of benefits for children, staff and communities in the Trust
- Be an active and supportive member of the Trust Executive Team
- Line manage key leaders in implementing positive Risk Management and Policy across the Trust.
- You're accountable to the CFOO, Audit and Risk Trust Board sub- committee and all Trustees plus Trust members
- Further strengthen the collaborative working that exists between the Trust's schools in the region and beyond

Growth and development of the Trust

- To actively seek, engage and lead in the appraisal of opportunities for careful growth of the Trust and to make recommendations to the CEO and CFOO as to the suitability of such opportunities. Strategic leadership of the Growth Strategy
- Evaluate the implications of potential incoming schools and successfully incorporate them into the Trust from an operations and risk perspective
- Identify further income generation opportunities for individual schools and for the Trust in general
- Manage the process of pre transfer and post transfer when a school joins the Trust ensuring the transition is as smooth as possible and continued support for the first 100 days

Property and Estates Management

- Provide strategic and operational management of the Trust's property and estates arrangements, and work effectively with the Operations manager, SLT and senior managers across the Trust
- Working in conjunction with the Operations manager and school leaders, ensure regulatory compliance for all areas of property and estates management
- Leading and completing all necessary correspondence to the DfE in this area, to a very high quality ensuring every deadline is met
- Line managing the Operations manager (including Health and Safety), to ensure our estate has the highest levels of safety, is managed in line with our climate action plan, and also provides positive environments for our staff to work and students to learn in
- The very best value is achieved in terms of Capital Investment within our Trust's buildings

IT

- Provide strategic and operational management of the Trust's IT arrangements, and work effectively with the Director of Leadership and Headteachers across the Trust to ensure the IT service is very effective and efficient
- Ensure that all IT arrangements contribute effectively to school improvement and the realization of the Trusts ambitious digital strategy
- Working in conjunction with SLT and School leaders, including the Trust Safeguarding lead, ensures IT security and regulatory compliance for all areas of IT services

ITT

- Work in partnership with Ambition Institute and Trust Programme Leaders in the robust recruitment of ITT candidates for both the Primary and Secondary sectors.
- Provide strategic and operational management of the Trust's ITT arrangements and work effectively with School Leaders across the Trust to ensure ITT provision is robust, efficient and effective.
- Ensure that all ITT arrangements follow Safer Recruitment Practices in line with KCSIE.

Risk Management

- Provide strategic and operational management of the Trust's risk management arrangements, and work effectively with SLT and senior managers across the Trust
- Working in conjunction with SLT and School leaders, ensure that the Trust's risk management arrangements are embedded into working practices and are compliant with the Trust's risk management policy
- Ensure the management and leadership of risk across the Trust is proportional and effective for a large Multi Academy Trust, working with the CFOO ensuring the quality of key Risk Registers across the Trust is of the highest level and represents our policy and stance on risk

Person Specifications

Key Attributes

Qualifications

Essential:

- Educated to degree level (or equivalent)

Desirable:

- Professional qualification in business or project management
- A relevant higher educational qualification such as an MBA

Experience

Essential:

- Successful record of prioritising and delivering objectives in a complex environment
- Proven experience of development and management of business/commercial relationships
- Evidence of achieving value for money in a complex organisation
- Successful experience of operations management role
- A clear understanding and appreciation for the power of co-operation as a business approach
- Awareness of the business needs and challenges of a Church of England multi academy trust

Desirable:

- Successful experience of senior operational management in an education or local authority setting/public service environment/trust/charitable sectors
- Experience as a governor of a school
- Experience of successfully working with Governors, Board members and/or politically interested parties and handling sensitive political and policy relationships and issues

Person Specifications

Skills, Ability, Knowledge

- Ability to manage all business related areas within a multi-site operation with a degree of devolved processing and control
- Excellent interpersonal skills including oral and written communications and effective listening; an effective communicator, able to communicate at all levels
- Attention to detail but also able to stand back and see the bigger picture.
- Follower of key educational initiatives within your area to help Forward As One become a proactive organisation
- Sound business judgement, commercial in approach
- Strong analytical skills
- Ability to implement operational improvement and ensure value for money
- Ability to present information in a clear, concise and understandable manner to a variety of audiences
- Ability to challenge unrealistic requests appropriately while providing feasible alternatives; creative and innovative approach to problem solving
- Ability to manage multiple projects, adhering to strict timetables, ensuring that all relevant parties are kept fully abreast of developments
- IT literate; competent in use of Microsoft or other similar software (we use MS Teams across our Trust)
- Contributes ideas and suggestions to the development and improvement of systems, procedures and ways of working; committed to best practice

Person Specifications

Personal Qualities

- Act with professional integrity and diplomacy at all times, maintaining discretion about company business inside and outside of working hours
- Comply with all Trust policies and procedures ensuring commitment to cooperative values and principles and the objectives of the Trust
- Assist in the development of excellent working relationships across the Trust
- Commit to ensuring your own personal development and that of others
- Robust, resilient and calm under pressure; resilient to peripheral issues, focuses on the task and strives to deliver
- Extremely proactive, with a diligent approach to delivery
- Adaptable to changing business needs and priorities
- Flexible in outlook towards work, both with regard to content and hours
- Ability to remain positive under challenging circumstances and at times coping with difficult situations
- Positive and pleasant to work with, and line manages with quality and commitment
- Treats others with dignity and respect

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We are committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.