

Operations Manager Candidate Pack



Dear Applicant,

Thank you for showing interest in our academy and our Trust. The role of Operations Manager will be split across two Co-op Academy schools - Co-op Academy Parkland and Co-op Academy Princeville. Please read below the letters from the Headteacher and Head of School at both academies.

Dear Candidate,

We are seeking an excellent Operations Manager who can support both academies in delivering the best education to the children they serve. We are incredibly lucky to be part of a large multi-academy Trust which has an experienced and extensive central team to support all areas of the academy including operational roles.

The Operations Manager will work closely with the central team and each academy to deliver in the areas of Health and Safety, building management, data protection, localised finance tasks and localised HR tasks.

The School Operations Manager will provide strategic and operational leadership across multiple academy sites, working in partnership with Headteachers, Executive Leaders and central Trust teams to ensure consistent, compliant and efficient operational practice.

The role requires prioritisation across competing demands, management of multiple stakeholders and coordination of operational activity across geographically separate locations.

We look forward to meeting with you and reading your applications.

Best wishes,

Charlotte Wierzbianski - Headteacher, Co-op Academy Parkland
Claire Spivey - Head of School, Co-op Academy Princeville

Co-op Academy Parkland

Co-op Academy Parkland is an incredible place to work and has our community at the heart of everything it does. We believe in making sure our children are safe and happy. We build strong relationships to nurture our children and empower them with the skills and knowledge to be the best version of themselves. Our expectations are underpinned by the 'Co-op's Ways of Being'. Being Co-op is about creating an environment that celebrates difference. Somewhere both pupils and colleagues feel responsible, valued, empowered and trusted to do the right thing for each other and our community.

Co-op Academy Princeville

Co-op Academy Princeville is an inspiring place to work and learn. It is located in the centre of Bradford and serves a community who support their children's learning and development.

Co-op Academy Princeville demonstrates a strong commitment to the Ways of Being Co-op and cooperative values. The academy motto is 'Learning to make a difference' and this is demonstrated in daily academy life. The operations role supports pupils in being able to access educational experiences so that they can be part of their community and make a difference to the lives of others. All pupils are taught to be #PrincevilleProud so that they can reach their Princeville Potential.

Tours

We welcome visits to our academies and are available on the following dates and times:

Princeville

- Thursday 24th September from 2:30pm
- Monday 28th September from 2:30pm
- Tuesday 29th September at 9:30am
- Friday 2nd October all day

Parkland

- Thursday 24th September from 1pm until 2:15pm
- Monday 28th September from 1-3pm
- Tuesday 29th September from 1-2:30pm
- Wednesday 30th September 9:30-11am
- Friday 2nd October 9:30-11:30am

To book a tour, please contact Princeville on 01274 442164 and Parkland on 01274 611512 - we look forward to hearing from you.

Our Trust

All our values are based upon the values of the Co-op Group, which will inform our behaviours.

- Self-help: We do not expect to be spoon fed – we will try to do things for ourselves in the right way and at the right time.
- Self-responsibility: Everyone should act in a responsible way around the academy site and in the local community. We take responsibility for our own learning; we want to become independent learners.
- Equality: We are proud to be part of a very multicultural academy, with students from all over the world; it is important that we treat each other with respect and accept that others may be different from ourselves. We should all have equal chances to succeed.
- Equity: We want to look for the best in each other. Rewarding others fairly to encourage all types of achievement.
- Democracy: We will contribute our ideas to make the academy a success.
- Solidarity: We can achieve more by working together, rather than as individuals.

Our Values

Being part of the Co-operative Group, we are both guided and driven by the Co-op values which are embedded in everything that we do within our Academy - We strive to demonstrate the following ethical values in everything we do - they are our 'Ways of Being':

Succeed together
Do what matters most
Be yourself, always
Show you care

So, if you believe in our values, we would love to hear from you!

We offer a wide range of benefits and rewards to recognise the part you play in our success:

Benefits include:

Our employee benefits package includes:

- *You'll get being a Co-op member, you'll get a Co-op colleague discount card. This gives you a 10% discount in our Co-op Food stores.*
- *Co-operative flexible benefits (discounted line rental and broadband package, family care advice and cycle to work scheme)*
- *Discounted gym membership and leisure activities which includes discounts on Merlin Entertainments (Sea Life, Legoland etc), Virgin Experience Days, SuperBreak and many more!*
- *Co-operative Credit Union: save directly from your salary and receive a competitive dividend. Borrowers can benefit from very competitive interest rates & terms (in comparison with other high street lenders)*
- *Co-op Funeralcare benefit*
- *Season ticket and rental deposit loans*
- *Free access to a confidential 24/7 Employee Assistance Programme*
- *Co-op Academy Trust & Academy Reward & Recognition scheme*