

Job Title: Operations Manager

Contract Type: Permanent

Salary Range: NJC 29-34

Working hours: Fulltime

Location: *L.E.A.D. Teaching School Hub, Lincolnshire* The Regatta, Henley Way, Lincoln LN6 3QR

As a result of the DfE's ambition to reform professional development for teachers nationally, the L.E.A.D. Teaching School Hub was successfully designated to serve the schools in Lincolnshire and across the Trust. With the singular aim of recognising teacher and leader development as the most important form of school improvement, the Hub aims to build strong partnerships to support teachers and leaders in every phase and type of school, at each stage of their development. Designated by the DfE as one of only 87 centres nationally, it is truly a unique and exciting opportunity including the chance to be part of a dedicated and supportive team.

Within the Hub, we are currently recruiting for a skilled Operations Manager who will promote the highest standards of business ethos within the administrative and financial functions of the organisation. Together with the Director of the Teaching School, the Operations Manager is responsible for managing the strategy and operational business functions of the Hub. Therefore, this position requires the role holder to think strategically to ensure the most effective use of resources to support the Hubs objectives.

Role and Responsibilities:

This is a superb opportunity to develop and progress professionally, impacting upon the Teaching School Hub in its initial stages of implementation. The role ideally will be suited to a self-starter, with an ability to work independently to tight deadlines, managing and prioritising time effectively and using their own initiative to overcome obstacles.

Specifically, you will be responsible for:

- Budget monitoring and setting
- Financial procedures and data management
- Purchase Ledger
- Procurement
- Cash book management
- Sales invoicing
- Human Resources & Recruitment
- Payroll
- Audit / grant funder agreements
- Premises management and Health and Safety
- Marketing and liaison
- Management information systems and ICT
- Line management of Admin and Finance staff within the Hub

To be successful, you will have:

- Proven ability in a school or business environment
- Proven record of successful Financial Strategic Management
- An excellent level of proficiency in finance, administration and ICT
- Outstanding people management skills
- Have a positive attitude to personal development and training
- Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility

Benefits:

Join us and you can expect an excellent benefits package including holiday entitlement of 27 days, which increases with service, free parking, the ability to work from home at least one day a week, maximum mileage allowance, access to the Employee Assistance Programme and a very generous pension scheme.

Where to access Information:

For more information please see the Job Description and Person Spec and application form by accessing the following link:

<https://leadequatetsa.co.uk/contact-us/>

To find out more about Teaching School Hubs access the DfE Site:

<https://www.gov.uk/guidance/teaching-school-hubs>

A conversation in relation to this unique position is warmly welcomed. To arrange this please contact Amanda Griffiths- Amanda@Leadequatetsa.co.uk

Closing Date: Monday 10th May 2021 at 9:00am

The Assessment Process:

The assessment process is expected to be held during week commencing 17th May 2021, and will consist of:

- An assessment day (either virtual or face to face depending on the most current covid circumstances)
- An interview

Please send a completed application form and covering letter to: admin@equatetsa.co.uk. Please address this to FAO Amanda Griffiths.

The L.E.A.D. Teaching School Hub, Lincolnshire is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post is subject to a Disclosure and Barring Service check.