



LIFE Education Trust

LIFE Education Trust

Operations Manager

(Havering Primary Hub)

Application Pack

Welcome – From the Trust CEO

Dear Applicant,

Thank you for considering joining the LIFE Education Trust. LIFE was established in 2016 with two schools and now comprises eleven schools in Havering and Essex which serve a student community of over 2500 pupils. The Trust has a small core team in addition to all our school-based colleagues, totalling almost 400 employees. The organisation as a whole works collaboratively to ensure that everything we do can positively impact the lives of our pupils and employees.



I became the CEO of LIFE July 2016, having previously been Head Teacher of The Frances Bardsley Academy for Girls for 5 years, and before that, Deputy Head Teacher at Chelmsford County High for Girls. I chose to lead LIFE because I genuinely believe in its core purpose **“to build great learning communities where children flourish”**. To accomplish our purpose, we use our 3 core beliefs: **‘Courageous Optimism’, ‘Boundless Creativity’** and **‘Heartfelt Compassion’**. As a Trust we believe in helping colleagues and pupils achieve their personal best and are keen to recruit the very best talent for our Trust.

This role offers a unique springboard to becoming a Director within a Multi-Academy Trust. You will gain invaluable exposure to all facets of school operations, from finance and HR to strategic planning and site management. In our growing and developing MAT, you will then be well-positioned to progress to more senior operational roles and leadership positions.

Yours sincerely,

Julian Dutnall

Julian Dutnall
CEO - LIFE Education Trust

OUR VISION

Everyone flourishes

OUR PURPOSE

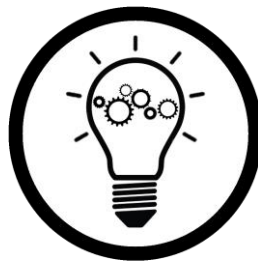
To build great learning communities
where children flourish.

OUR VALUES



Courageous Optimism

It takes courage to hope for a better future. We champion a 'can do' attitude and encourage our pupils and colleagues to tackle challenges with resilience and perseverance as they reach for ambitious targets.



Boundless Creativity

Through captivating discoveries in the classroom and eye-opening adventures in the outside world, we give pupils freedom and promote varied learning experiences which stimulate innovation and develop adaptability.



Heartfelt Compassion

We show love and respect to each member of our community as we nurture a powerful collective spirit. In humility we embrace difference and individuality, show forgiveness when necessary, and are united by compassion.

OUR PRIORITIES

Great
People

Great Pupil
Outcomes

Sustainable
Systems

About Us – Our Schools

We are a multi-academy trust currently consisting of 10 Academies and one Independent school across Havering and Essex, grouped into 4 regional hubs.

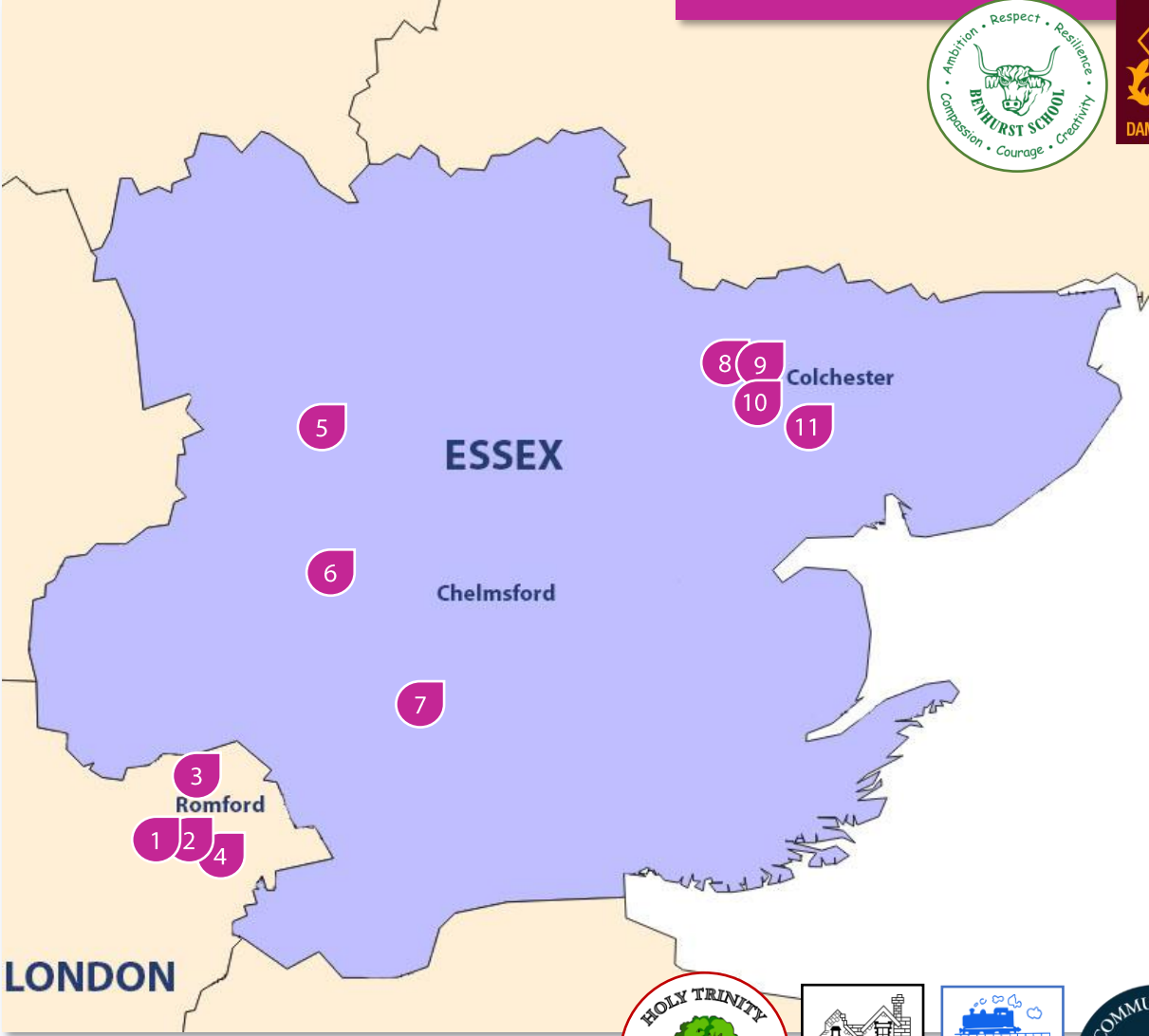


Havering Secondary Hub:

1. Frances Bardsley Academy For Girls
2. The Bridge

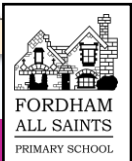
Havering Primary Hub:

3. Dame Tipping Primary School
4. Benhurst Primary School



Mid-Essex Hub:

5. Ford End Primary School
6. Roxwell Primary School
7. Margaretting Primary School



Colchester Hub:

8. Chappel Primary School
9. Fordham Primary School
10. Holy Trinity Primary School
11. Langenhoe Primary School

About Us – Our Havering Primary Schools

Benhurst Primary School and Dame Tipping CofE Primary School form the LIFE Education Trust Havering Primary Hub. Both schools are situated within the London Borough of Havering and are just 3.5 miles from Romford Town Centre. The schools have a combined pupil body of just over 500 children and around 70 employees. Each school has its own motto but with a shared mission, to build great learning communities where children flourish.



Love to Learn:
Learn to Love



*"Pupils are proud to belong to this caring and welcoming school community. They are safe and feel supported. They comment that adults always look after them and that they are happy at school." **Ofsted***



Only my best
is good enough
for me.



*"The leadership team has maintained the good quality of education in the school...and continued to drive improvement. Your highly principled approach, you have the trust and support of parents, carers and staff." **Ofsted***

About Romford:

The historic market town of Romford has a mix of modern facilities, shops, entertainment and beautiful open spaces. The area is served by excellent transport links in to London and Essex, with the TFL District line on the London Underground. Nearby Romford offers overground TFL train services to London Liverpool Street, Chelmsford and Southend.

For driving, we are located close to the M25, the Dartford Crossing and the A12 taking you in to London, Essex and Suffolk. The A127 gives an easy route from Southend. For international links, Stansted Airport is a 45 minute drive.



MEET ZOE BEAR



This is Zoe Bear, our Mascot.

The name 'Zoe' was chosen because it means 'life' in Greek.

Zoe's rainbow colours match the LIFE logo and demonstrate the Trust's commitment to inclusivity.

WHY DO WE HAVE ZOE?

She is especially compassionate with younger children and is available for cuddles if they are upset.



Zoe represents the Trust wherever she goes.



Zoe is designed to embody our beliefs and make them more tangible for pupils throughout the Trust to understand and engage with.

Schools are encouraged to keep an 'Adventures of Zoe' book, where photos are put each term, labelled with how we are developing the children socially, morally, spiritual and culturally.



Every school has their own Zoe Bear and pupils can receive awards and certificates from Zoe for displaying the Trust's Beliefs of Boundless Creativity, Courageous Optimism and Heartfelt Compassion in their everyday school life.



As well as awards, Zoe can often be found attending events, school trips and dressing up for celebrations! Pupils are encouraged to treat her with respect and as a friend. She is often tagged on X: [@LIFEZoeBear](https://twitter.com/LIFEZoeBear)

Job Title: Operations Manager - Havering Primary Hub
(Benhurst Primary School and Dame Tipping CofE Primary School)

Scale: 8.35 - 8.39

Full Time Salary: £47,532 - £51,522 p.a. (Inc. Outer London Allowance)

Actual Salary: pro rata on agreed working hours

Reporting to: Chief Financial & Operating Officer

Location: Benhurst Primary School, Elm Park

Type: Permanent **Start Date:** January 2025

Hours: 30 - 36 hours p/wk, 43 wk/yr (Term time + 5 wks)

We are looking for brilliant people who share and demonstrate our beliefs to join us.

Liaison With:

Chief Executive Officer, Executive Headteachers, Heads of School, SLT, Teaching colleagues, support colleagues, users of the premises, the public, contractors, and other agencies.

Line Management:

Trust People Support Officer, Administrative Support Officers at all schools and Site Managers.

Purpose:

The Operations Manager will play a pivotal role in ensuring the smooth and efficient daily operations of the schools within the designated hub. by implementing operational best practices and managing resources effectively, in line with the Trust’s Purpose, Values and Priorities.

Main Responsibilities:

Operational Oversight

- Ensure that all services, structures and systems within the Hub meet current legislation and Trust policies.
- Ensure the Trust’s services, systems and structures work effectively and efficiently within the Hub.
- Address operational challenges and streamline processes.
- Contribute to strategic planning and develop and implement operational action plans.

Operational Cohesion

- Promote effective communication and collaboration between people in the Life Central Hub and schools within the Havering Primary Hub.
- Coordinate the implementation of Life Central's IT and marketing strategies and initiatives for Havering Primary Hub.

Financial Management

- Manage and prepare monthly budgets and long-term budget plans for the Executive Headteachers and CFOO.
- Ensure that systems are set up for the smooth running of financial management as appropriate.
- Manage and monitor contracts, tenders and agreements for the provision of services and explore cost-saving initiatives.

Main Responsibilities (cont.):

Human Resources

- Oversee and supervise the maintenance of all employee contracts, monthly payroll submission, coordination of all recruitment, DBS and medical checks, Single Central Records, annual salary verification letters and maintenance of the personnel database and confidential files.
- Act as the first point of contact and responder for all human resources issues arising within the Havering Primary Hub.

Site Management

- Deal with the strategic management of the maintenance, refurbishment and development of the school premises and grounds.
- Ensure the Hubs comply with the Health and Safety at Work Act requirements and other legislation.
- Manage lettings and community use of Hub sites.

Other

- Attend Local Governance Committee Meetings and any Trust Board and Committee meetings as required including those outside of normal working hours.
- Able to travel to and work at any of the LIFE schools and the LIFE Central Hub as required in the proper performance of their duties.

General:

- Undertake any training commensurate with the post.
- Participate in the Trust performance management system, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager and attend SDP/inset days.
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace and to take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment.
- Work in accordance with the values, culture, ethos, equalities and inclusion policies of the Trust proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day to day operation of the job.
- Ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy.
- Support the ethos of the Trust.
- The Local Governing Committee is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
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The duties above are neither exclusive nor exhaustive and the post holder may be required by the Chief Financial & Operating Officer to carry out appropriate duties within the context of the job, skills and Grade.



We are looking for someone who has the following qualifications, experience and demonstrates the following behaviours to be truly successful in the role...

Key Criteria
Qualifications
Have a certificate or diploma in School Business Management or a relevant professional qualification in financial management/HR
Experience
Experience at Senior Operational Level in a school or education setting or in Financial Management with a track record of delivering strategic goals
Experience in managing a team
Have significantly contributed to the implementation of projects or initiatives that made a demonstrable impact
Skills
Organisational and problem-solving skills
Ability to work well with others
Proficiency in using various IT systems and software
Behaviours - To uphold the purpose and beliefs of the Trust through leading by example for our behaviours of:
Bravery - taking personal responsibility, initiating courageous conversations, embracing and pursuing creativity and innovation
Humility - recognise own strengths and limitations, listen so that you can hear, continual self-improvement
Team Work - dignity and respect for others, work collaboratively, focused on purpose of producing great pupil outcomes



How to Apply

The closing date for all applications is: **12pm, Tuesday 10th December 2024**

Shortlisting: **Wednesday 11th December 2024**

Interview date: **Friday 13th December 2024**

How to Apply

- Read carefully all of the information in this pack
- If you have any questions, please do not hesitate to email: recruitment@lifeeducationtrust.com
- Complete the Application Form on the MyNewTerm microsite which can be found via our Trust website, [Vacancies – LIFE Education Trust](#).

Appointment Process

- Suitable applications will be shortlisted for interview as quickly as possible. Unfortunately, we are unable to give feedback if you do not get shortlisted.
- If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. If you require any assistance in attending for interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.

References and DBS Checks

All offers of appointment will be subject to receipt of satisfactory references. LIFE Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.

Inclusion

As a Trust, we are committed to equality of opportunity and to a proactive and inclusive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture, and values diversity. We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. The person specification sets out the criteria used to assess candidates through the selection process.

Why Choose LIFE Education Trust

For more information on why to choose LIFE, head to the website [here](#).

School visits are welcomed and encouraged. Please contact recruitment@lifeeducationtrust.com to arrange a visit.