



*Opportunity to join an 'Outstanding' all-through academy specialising in mathematics and citizenship.*

# **Operations Manager**

# **Candidate Information**

# **Pack**

Dear Candidate

Thank you for taking the time to find out more about Ark Academy in Wembley Park and the possibility of working here. Included in this pack is information about the academy, ARK schools (who sponsor the academy) and the role of **Operations Manager** for September 2024.

This is a unique opportunity to join a community of staff striving to maintain and continuing to create an outstanding comprehensive school. We are looking to recruit a skilled and committed Operations Manager to have oversight of all operations-based activities and contribute towards the strategic planning and decision making on matters relating to operations. This is a role that requires both detailed understanding of the workings of the site and good strategic thinking for the development of the site.

Ark Academy is an all through school that offers excellent learning from nursery through to higher education, Ofsted have rated the school Outstanding twice, most recently in February 2022. Our aim is to ensure that all our pupils develop as high achieving, confident, articulate young people whose education fully equips them to go on to university or the career of their choice and this starts from an early age. Our operations team is vital to ensuring the academy functions seamlessly to support all students and staff.

To apply, follow the link at <https://arkacademy.org/vacancies> by **Monday 29 July 2024**. For an informal, conversation about the role, please contact Andy Donaldson, Ark Schools Central Estates Capital project manager at [andrew.donaldson@arkonline](mailto:andrew.donaldson@arkonline) to arrange a return call.

We wish you the best with your application.

**Delia Smith OBE**  
**Principal**



# Ark Academy

## The Principal

Delia Smith is the founding principal of Ark Academy. Previously she was the headteacher of St Angela's Ursuline School in Forest Gate for 16 years. She has also been a schools' inspector and was awarded an OBE for services to education.

## About Ark Academy

We are a non-selective school, which opened as an All through School in 2010, that serves children of all abilities. Our commitment is to know every pupil as an individual, and to foster the principles of team spirit, responsibility and care for others. Our motto of **Civitas** (citizenship) is central to all that we do. After 13 years of growth we now have 1600+ students including 300 in the sixth form.

## Facilities

Our buildings were designed by award winning architects Studio E (who created the successful design for City of London Academy in Southwark) and are organised to support calm and ordered learning. Pupils have access to specialist indoor and outdoor sports facilities, excellent science and ICT facilities, music, Design and Technology, art and drama studios and a 150 sqm, well-stocked and up-to-date library as well as inviting and well-equipped classrooms



## About ARK Schools

ARK Schools is an education charity set up in 2004 to create a network of high achieving, non-selective, inner city schools where all pupils, regardless of their background or prior attainment, achieve highly enough by age 18 to have real choices: to go on to university or the career of their choice. ARK Schools has no faith affiliations.

All the ARK schools are situated in areas of high deprivation or educational need and our pupil profile reflects this: over half of our pupils are eligible for free school meals compared to 18% nationally.

The ARK network operates 39 schools in the UK across London, Portsmouth, Birmingham and Hastings. Each of our schools has its own distinctive character, reflecting its local community.

## About the Operations Manager role at Ark Academy

The operations manager is responsible for the strategic and operational leadership of the following departments: **premises, catering, cleaning, IT & ICT**, in addition the operations manager will work to ensure the smooth day-to-day running of these departments. The operations manager will work alongside colleagues within the school, and the Ark Schools network to deliver capital estates, and IT & data based projects.

The operations manager will directly line manage the premises manager, catering manager, cleaning manager, and liaise closely with the network-based IT Manager to ensure that the resources and systems of the academy are deployed effectively and efficiently to achieve the educational aims of the academy.



# Job Description: Operations Manager

**Reports to:** Principal  
**Start date:** September 2024  
**Salary:** Leadership Scale Band 1-5  
**Hours:** Full time

## Key Responsibilities

- Manage and lead on all aspects of the organisation's operational requirements, including premises & facilities, catering, cleaning, contract procurement, IT and data systems.
- Contribute towards the strategic planning and decision making related to all operations-based activity.
- Management of the organisation's operational budgets, ensuring that expenditure is managed in line with approved spend, input into termly forecast/budgeting processes, analysing and reviewing strategic plans for the academy's operational areas.
- With support from department managers, oversee outsourced contracts to ensure all aspects of the service level agreement are met.
- Work with the central estates, and finance teams to project manage capital building projects, ensure appropriate funding sources have been identified, write proposals for expenditure and delivery within scope, time and finance.
- Lead on the school's operational requirements, including contract procurement, systems set-up, staff training and implementation of policies & procedures.
- Work closely and liaise with the Ark HR, Finance and Premises to ensure that in-school processes, as applicable, are implemented and followed.
- Support the leadership team in developing the strategic approach for lettings and community links and lead on establishing links with the community in this regard.
- Work alongside the schools digital learning lead to manage the distribution of student and staff IT devices.

## Other

- To undertake various responsibilities as directed by the Principal
- To undertake any necessary training
- This job description is subject to change with the agreement of the post holder.



# Person Specification: Operations Manager

## Qualification Criteria

- Educated to degree level or relevant qualifications/experience required for this role.
- Professional management qualification desirable.

## Skills/Experience

- Have a basic understanding of mechanical & electrical building components, and servicing requirements.
- Ability to manage multiple budgets.
- Knowledge and experience of managing procurement and contracts for services, specially within the facilities and estates industry.
- Confident in implementing procedures and processes within operational departments, and using Management Information Systems (MIS)
- Able to manage several projects at once, prioritising accordingly to meet deadlines.
- Experience in line-management and managing staff performance.
- Strong IT, systems, administrative and organisational skills

## Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action.
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multi task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

## Personal Characteristics

- Excellent team player, helpful, and willing to undertake extra tasks (as and when necessary)
- Excellent oral communication skills
- Flexible attitude to work and willingness to support colleagues

## Other

- Commitment to the safeguarding and welfare of all pupils.
- Right to work in the UK
- This post is subject to an enhanced Criminal Records Bureau disclosure.
- Working time will be subject to an ongoing review and adjustment in consultation with the post holder.

*This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.*

*Ark is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check*

## ARK Safe Recruitment Procedure

ARK is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

### Disclosures

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

### Reference Checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information

### Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

## WHERE TO FIND US

 **Wembley Park (Jubilee/Metropolitan Line)**

 **Chiltern Railways**

 **Buses: 206, 245, 297, 83, 182**

### By Car: A479

Postcode for satnav: HA9 9JR

A406 North Circular Road (15 minutes away)

**Ark Academy** Bridge Road London HA9 9JP

Tel: +44 (0)20 8385 4370

Email: [admin@arkacademy.org](mailto:admin@arkacademy.org)

Website: [www.arkacademy.org](http://www.arkacademy.org)

