



Candidate Information Pack

Operations and Compliance Manager



Introduction from our Chief Executive



Through a model of learning that creates a collaboration and partnership of inspirational and inclusive schools that share the same values, our Trust provides the drive for educational excellence and dynamic innovation. Our academies work closely and collaboratively together, along with our partners, aiming to deliver school to school improvement and exceptional learning experiences for both children and staff. It seeks to develop a 'family' of schools where communities are striving for excellence; where going that extra mile for all the children is part of the fabric. Strive4 is passionate that all children are able to achieve; it challenges the myths that only some can. To maximise the levels of achievement across each of our learning communities, all activities are focused on improving the life chances of the children in our care. The Trust believes, that in terms of learning, every second counts.

Our Trust comprises of two large Primary Schools, educating around 1,200 pupils, and employing over 150 talented staff. The Trust has partnerships with Havering Education Services, Redbridge Education Partnership and the Best Practice Network and is currently delivering high quality CPD for those at the start of their careers right through to those looking for leadership progression through the National Professional Qualifications of Leadership. The Trust has ambitious plans for growth over the next 5 years which makes this an extremely exciting time to join our Trust.

We are now recruiting for the role of Operations and Compliance Manager at Strive4 Academy Trust: an exciting opportunity within our highly successful and financially sound, geographically local Trust. Our Trust combines management freedom for effective leaders with secure central support that encourages collaboration for success. We are looking for someone who is ambitious for the children and wider community of Redbridge, who will, as part of a dynamic and outward facing team, enhance children's life chances, make them eminently employable and provide a bright future for them and their families.

Our successful candidate will receive encouragement, support and guidance to develop their own career within the Trust. This is a career enhancing opportunity and we look forward to hearing from professionals who are ready for their next step.

Thank you for your interest in Strive4 Academy Trust. We very much look forward to receiving your application.

Amanda Jennings, BA (Hons), PGCE, NPQH, NPQEL

CHIEF EXECUTIVE
Strive4 Academy Trust





Strive4 Academy Trust – Who we are

Strive4 Academy Trust is a non-profit making charitable company limited by guarantee, based within the London Borough of Redbridge, in North-East London. The Trust exists to support and assist schools to build upon their existing strengths and to help them achieve educational excellence. It has a proven track record of school development and transformation and significant experience in running schools. It includes both a sponsored academy and a school which has chosen to convert to academy status.

The Trust was formed in 2017 with the linking of Ray Lodge and Farnham Green under one Executive Headteacher. It encompasses over 1300 pupils in Woodford and Seven Kings.

Ambition & Aspiration – Shaping the Future

Our Principles of Excellence:

- Where all actions are taken with perception and moral discernment and all decisions are taken with **children at the centre**.
- A culture where **every second counts**; not a moment is wasted and one where every child can succeed.
- Where thoroughness and commitment to bespoke professional development for staff and aspirational life ambitions for children ensures that all are **empowered for excellence**.
- Where the **uniqueness of each academy** is encouraged and celebrated and where innovative curriculums reflect the values and ethos with the whole school community.
- Leadership with **vision and efficacy**; where collective expertise, accountability and financial efficiency adds value and leads to ever improving and aspirational outcomes for children.
- Where **excellence in teaching and learning** is a moral compulsion.

Advantages of being part of Strive4 Academy Trust:

- Substantial investment in cross-Trust initiatives to improve teaching and learning.
- Strong central services for finance, HR, IT, facilities and business functions.
- Innovative approaches to teacher recruitment and retention.
- Fast track development of leaders for promotion opportunities.
- Close collaboration between senior leaders across the Trust.
- High quality strategic governance with wide business and professional experience.
- Robust delivery models (as government policies, rules and measures change).

The Role

Position: Operations and Compliance Manager

Location: Ray Lodge Primary School

Reports to: CEO

Contract: Permanent (9-month probationary period)

Commencement Date: ASAP

Salary: LBR Scale Point 30 - 38 £42,324 - £50,574 FTE (dependent on experience)

We are now recruiting for the position of Operations and Compliance Manager at Strive4 Academy Trust; an exciting opportunity within a very successful multi-academy trust.

As an Operations and Compliance Manager within Strive4 Academy Trust, you will have the opportunity to make a real difference to the future lives of our children whilst developing your own professional skills and expertise. Joining our team will offer a wealth of opportunities, including personalised career development programmes, access to well-being support programmes, social activities in and around school and the chance to become part of an ambitious and supportive network of professionals. You will already be a successful practitioner in your field with real ambition to improve the life chances of the pupils within our Trust. We expect the successful candidate to further enhance our uniquely positive culture where every child is expected to do excel and where their progress is supported each step of the way.

Please contact us if you are:

- An energetic, enthusiastic, and ambitious manager with a track record of success at managing diverse teams effectively.
- Experienced in operations management at a strategic level.
- An inspirational leader with high expectations of yourself and staff.
- A good communicator who can network with internal and external stakeholders to build excellent relationships with the community and other stakeholders and to achieve the Trust's aim to make a lasting difference for our children.
- Confident and able to communicate a clear vision for the school.
- Experienced at working on a diverse range of operational issues.
- Approachable and keen to work with staff across the Trust to ensure wide success.

We can offer you:

- A competitive salary, along with well-being support programmes and access to private healthcare.
- An exciting career path with opportunities for further progression in the future.
- A personalised career development programme.
- Guidance and support on your journey from close collaboration with a small central team to a larger group of talented executives to share best practice and innovation.



The Responsibilities

Strive4 Academy is a highly successful multi-academy trust. Its model of education enables pupils to reach their full potential, transforming their lives and ultimately the communities in which they live.

Reporting

The Head of Operations and Compliance reports to the Chief Executive Officer. The Board of Trustees and Local Governing Bodies, and their Chairs in particular, will also work closely with the Head of Operations and Compliance in relation to their responsibilities to act as a 'critical friend' to the Trust and its Academies.

The Head of Operations and Compliance will also work very closely with the Head of Finance at the Trust and the Heads of School at each Academy and these relationships will be key to driving the schools forward and further developing local partnerships.

The Head of Operations and Compliance will keep the CEO fully informed on the progress of activities at each school and will submit reports for consideration as appropriate. The postholder will participate in an annual peer-review as part of the agreed appraisal process.

The Responsibilities

The overall purpose of this post is to provide professional management and leadership of commercial operations, HR, premises, IT and procurement services for Strive4 Academy Trust, a highly successful multi-academy trust in the London Borough of Redbridge. Its model of education enables pupils to reach their full potential, transforming their lives and ultimately the communities in which they live.

The successful candidate will be a member of the Trust's Senior Management team and will support senior leaders, including the CEO, the Heads of School, Board of Trustees and Local Governing Bodies to ensure excellent support so that high quality teaching and learning can take place. This will include assisting with the design of the Trust-wide business plan and strategy for future development.

The postholder will contribute at strategic level with regards to resources, HR, facilities and estate management, Health and Safety, income generation, management of service level agreements, marketing and general school administration.

This role will suit someone with previous experience of working in an operationally demanding role with previous line-management responsibilities and knowledge of an educational setting would be an advantage. Good planning and people management skills are essential and the post will particularly appeal to people who enjoy the buzz of unpredictable daily challenges in a busy school community.

Management of Facilities & Premises

To work in conjunction with the Schools' Site Teams to oversee all aspects of the school's building, facilities and security ensuring that the schools are maintained to the highest standard through the effective use of the Site Team.

- Ensure the provision of an appropriate learning environment that is safe and secure for all stakeholders.
- Support and guide the Site Supervisors in each school, ensuring they and their teams understand the importance of their roles.
- Manage facilities and premises issues, maintenance, repairs and replacements.
- Preparation of rolling maintenance and repair schedules (including equipment testing), and the efficient operation of all plant and facilities on the premises.
- Manage all aspects of the Trust and schools' risk management, including ensuring all necessary risk assessments are completed and the appropriate checks are in place to meet all audit requirements.
- Perform and review facilities and premises risk assessments as necessary.
- Evaluate, negotiate and select (in conjunction with the CEO) facilities and premises resources and services as required, ensuring the procurement meets the needs of the schools and is best value for money.
- Ensure the continued monitoring of catering and cleaning services are upheld, ensuring a healthy and safe environment for all stakeholders of the school.
- Develop and manage community use of the premises thereby maximising income generation within the ethos of the schools.

- Monitor and manage the effective operation of all external facilities and premises contracts.
- Manage the letting of school premises to external organisations, for the development of extended services and to meet local community requirements.
- Work with stakeholders to manage capital and minor works projects, ensuring any planning and construction is undertaken following due process and in line with contractual obligations.
- Attend meetings of the Trust's Finance and General Purposes Committee and full Board meetings to keep them informed and knowledgeable about facilities and premises matters.
- Champion the Trust's commitment to sustainability both environmentally and within financial constraints.

Management of Health & Safety

To ensure that local H&S issues, accident and near miss reporting and associated investigations are carried out in line with protocols set out by the Trust's CEO.

- Work closely with the schools' Health and Safety Co-ordinators and Fire Officers.
- Adhere to health and safety guidelines for schools, liaising with the local authority to obtain guidance where required.
- Ensure the schools' health and safety policy reflects current legislation and is communicated and available to all stakeholders.
- Ensure the schools' health and safety policy is implemented at all times, and that its implementation is reviewed and assessed at regular intervals, or as situations change.
- Monitor fire practices and alarm tests at each school, ensuring they are correctly planned, performed and recorded.
- Ensure systems are in place to enable the identification and assessment of hazards.
- Ensure a contingency plan is in place for emergency situations.
- Undertake health and safety audits to assess and measure levels of compliance with health and safety legislation and best practice. Use the published action plan to prioritise health and safety improvements.
- Ensure systems are in place for the effective monitoring, measuring and reporting of health and safety issues to the Senior Leadership Teams, Trustees, Governors and where appropriate, the Health & Safety Executive.

Management of GDPR

To ensure that local GDPR issues, breaches and near miss reporting and associated investigations are carried out in line with protocols set out by the Trust's CEO.

- Work closely with the schools' GDPR Officers and school admin teams.
- Adhere to GDPR guidelines for schools, liaising with the DSO to obtain guidance where required.
- Ensure the schools' GDPR policies reflects current legislation and is communicated and available to all stakeholders.
- Ensure the schools' GDPR policy is implemented at all times, and that its implementation is reviewed and assessed at regular intervals, or as situations change.
- Monitor GDPR practices at each school, ensuring they are correctly planned, performed and recorded.
- Undertake GDPR audits to assess and measure levels of compliance with legislation and best practice.
- Ensure systems are in place for the effective monitoring, measuring and reporting of GDPR issues to the Senior Leadership Teams, Trustees, Governors and where appropriate, the Health & Safety Executive.

Management of HR

- Oversee recruitment processes to ensure that the organisation is staffed with skilled professionals to meet operational needs.
- Monitor and evaluate employee performance, providing feedback, conducting performance reviews, and recommending development opportunities.
- Foster a positive work environment by addressing employee concerns, resolving conflicts, and maintaining good communication between staff and management.
- Ensure adherence to HR policies, labour laws, and health & safety regulations across the central team and schools.
- Manage employee schedules where necessary, ensuring sufficient staffing levels to meet operational demands while minimizing overtime costs.
- Develop and implement employee retention programs to reduce turnover and improve job satisfaction.
- Promote a culture of engagement through regular feedback, team-building activities, and recognition programs.

Management of ICT

To work in conjunction with the Schools' IT Teams to oversee all aspects of the school's IT services ensuring that the schools are able to adapt to the changing needs of the classrooms.

- Ensure the Trust's and schools' Data Protection Policy (GDPR) reflects current legislation and is communicated and available to all stakeholders.
- Support the school IT technicians to ensure they act as first line support for problems with all ICT devices (eg SMART boards, PCs, laptops, printers, photocopiers and phones).
- Monitor and manage ICT support and maintenance contracts.
- Ensure the schools' Acceptable Use Policy and Laptop Loan Agreement reflect current legislation and are communicated and available to all stakeholders.
- Ensure a disaster recovery plan is in place to recover and protect the ICT infrastructure in the event of a technology failure or disaster.
- Monitor the inventory of equipment so that all resources are accountable and their whereabouts are tracked
- Maintain a central record of all required software licenses. Ensure that these licenses are in place and up to date.
- In conjunction with the CEO, consult with relevant colleagues and third parties to deliver ICT projects that introduce new technology, or improve existing technology.

School and Trust Administration

To work closely with the Heads of School to ensure the school offices run efficiently and effectively with all compliance tasks completed correctly in a timely manner.

- Support and guide the schools' Administration teams in their roles.
- Design, review and manage efficient administrative systems and processes that meet the needs of the schools.
- Manage the review and approval of policies and procedures.
- Manage and develop the schools' web and social media presence, ensuring it meets current legislative requirements.
- Co-ordinate, standardise and oversee of all published material on the website and other media.
- In conjunction with the Board of Trustees, determine the Trust and schools' marketing and communication strategies then implement and manage them.
- Support the schools' wrap around care, working closely with the After School and Breakfast Club Leaders to manage staffing levels, ratios and waiting lists.

General

To have due regard for Strive4 and school policies on equal opportunities, health and safety and any other relevant area.

- Attend regular meetings with the CEO, Heads of School, SLT/ELT, Governors, Trustees and other Strive4 representatives.
- Actively seek out opportunities for continuing professional development and training.
- Undertake such other responsibilities and duties as may be required from time to time within the overall scope of the post.
- Adhere at all times to Safeguarding and Child Protection regulations.
- Be aware and adhere at all times to the Trust code of conduct and confidentiality.
- Have regard for the work-life balance of all Trust and school staff.

Note: The postholder will be expected to comply with any reasonable request from the CEO to undertake work of a similar level that is not specified in this job description.



Person Specification

We seek to recruit talented individuals who can not only help to build the success of our schools but also people who are engaging and passionate about everything they do.

When we recruit, we look for specific experiences and qualities. However, we also value diversity because we recognise the importance of people bringing their own backgrounds, experiences, perspectives and ideas to the school and the Trust. Our ideal candidate for this role will already be an outstanding senior leader within a successful Primary School/Academy.

Competencies

For the role of Head of Operations and Compliance, our successful candidate will demonstrate the following competencies:

- Passion for continuous personal improvement by self and others.
- Professional integrity and respect for the opinions and circumstances of others.
- Personal impact and presence with all stakeholders.
- Leadership ability to inspire and motivate staff and Trustees / Governors.
- Excellent interpersonal and communication skills.
- Passion for raising achievement and solid understanding of what constitutes an outstanding school and a successful Academy Trust.
- Significant leadership and management experience in a similar role, within the education sector or a related sector.
- Creative and innovative skills and solution-focused.
- Strong relationships with partners and other stakeholders.
- Willingness to share knowledge and work collaboratively with colleagues and other schools/ Trusts.
- Unending enthusiasm and energy.
- Ability to think reflectively and adapt well to change.
- Resilience and the ability to remain calm and consistent under pressure.
- Reliability and ability to meet deadlines.
- Sense of humour.
- Effective organisational skills.
- Excellent ICT skills.

Experience

Essential

- Minimum of five years' experience of operations management at a strategic level.
- Recent experience of managing Health and Safety and Risk Management.
- Evidence of innovation, with an ability to identify commercial opportunities to maximise income and minimise costs whilst improving the operations of an enterprise.

Desirable

- Extensive recent experience of working within the education sector.
- Recent experience managing projects.
- Broad based experience of operational management encompassing IT, HR, change management, business management and premises management.
- Experience of establishing and driving forwards effective administrative systems and procedures which deliver on organisational priorities.

Skills

Essential

- Excellent communication, presentation and negotiation skills (written and verbal), tact and diplomacy.
- Ability to identify and communicate operational constraints and priorities.
- Excellent leadership and motivational skills with a commitment to ensure results are achieved and deadlines met.
- Ability to present complex regulations and policy frameworks and management information to non-specialists in a compelling, accessible and transparent manner.
- Excellent planning and organisational skills with the ability to work under pressure, manage conflicting priorities and meet challenging deadlines.
- Ability to analyse complex data/technical information and produce accurate, appropriate and timely reports.
- Political awareness and an understanding of the context within which the Trust and academies operate.

Knowledge

Essential

- Up-to-date knowledge of best practice commercial and operations management.
- Up-to-date knowledge of best practice in HR, IT and premises management.
- A high level of competence in Microsoft Office products.
- Sound knowledge of policy and practice regarding premises management, health & safety and human resources.

Desirable

- Competence in school MIS systems.
- Knowledge of the funding, regulatory and legislative environment of academies.

Other Requirements

- Driving licence and use of own car.
- Ability to work as a supportive member of a team, acting flexibly to support colleagues at pressure points.
- Ability to work independently to tackle problems creatively and to think laterally.
- Self-motivated and a good time manager.

Additional Information

Arranging a visit to the Academy and/or discussion with the [insert]

On the basis that interested candidates will be keen to visit the Trust before making a formal application, you can arrange this by emailing our Recruitment Team at recruitment@strive4academy.co.uk

Please ensure you offer a range of dates when you are available in your initial email to ensure we can co-ordinate a visit that works for both you and the Trust.

Application and Selection Process

We are seeking to appoint the best possible candidate and therefore the application process will reflect this.

Suitable and interested candidates are invited to complete an application [here](#). This can be submitted via email to recruitment@strive4academy.co.uk. If you are shortlisted, you will be asked to sign the application form upon arrival at interview.

Application Closing Date: Monday 2nd June 2025 (9am)

Shortlisting Committee: Thursday 5th June 2025

Interview Date: Wednesday 11th June 2025

We will endeavour to notify the successful shortlisted candidates on the **6/6/2025**. Information about the interview process and any necessary preparation will be circulated to all shortlisted candidates as soon as possible after this.

The successful candidate will be contacted as soon as possible after the interview day and an offer will be made subject to references, contract, and an enhanced DBS check.

If you have any queries on any aspect of the application process or need additional information, please contact our HR department at recruitment@strive4academy.co.uk

The Academy is committed to safeguarding children and successful candidates will be subject to an Enhanced DBS check. Our commitment to safeguarding is underpinned by robust processes and checks which are in place across the Trust.

Thank you for your interest in joining Strive4 Academy Trust.

