

Operations Manager Hatton Academies Trust, Wellingborough, Northants



Salary: NJC Scale 27 to 31 (£31,346 to £34,728)

37 hours per week, 52 weeks per year (with generous annual leave entitlement)

Hatton Academies Trust is a small multi-academy trust based in Wellingborough. It is the most improved multi academy Trust in Northamptonshire and consists of an outstanding secondary academy and three rapidly improving primary academies. The Board of Directors are looking to appoint a dynamic Operations Manager to join the Trust Central Team, at a time of exciting opportunities and build on our strong foundations to lead us into the next stage of development. Working in the Central Trust Team the successful applicant will really make a difference to the way we transform the life chances of our students in all of our Academies.

The post holder will be responsible for the development, implementation and management of a comprehensive range of support services throughout the Trust including; building/asset management & development; site maintenance & security; premises, cleaning & hygiene; contracts and contractor management; operational risk management; vehicle management; lettings and management of the catering function.

We are looking for someone who:

- has a minimum of GCSE (or equivalent) in Maths and English
- is educated to A level or further education (eg diploma)
- has exceptional oral and written communication skills
- has significant experience of working successfully in an operation / facilities management capacity
- has experience in administration, including health & safety, general policies & procedures and line management functions & procedures
- is committed to securing the highest standards of safeguarding and promoting the welfare of students, families and staff

We offer you

- enhanced continuous local government service (subject to verification)
- very supportive colleagues and Board of Directors
- excellent professional development and guidance

You can find out more about this role by

- obtaining a candidate pack and application form from our website www.hattonacademiestrust.org.uk
- contacting Mrs E Snell, Personnel Manager on 01933 221417 or personnel@hattonacademiestrust.org.uk

Closing date for receipt of applications: 9.00am Tuesday 29th September 2020

We are an Equal Opportunities employer and welcome applications from appropriately qualified persons regardless of gender, race, religion, disability or age. Hatton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful applicants are required to complete an enhanced Disclosure Bureau Service check and any offer of employment will be subject to satisfactory references and occupational health clearance.