



# Wade Deacon High School

*Wade Deacon Trust*

Exceptional Values

Exceptional Learning & Teaching

Exceptional Achievement

## Academy Operations Manager

*Application Information*

**Salary:** Principal Officer SCP 41-44 (£35,662 - £38,405) However for a suitably experienced/qualified candidate, a salary enhancement will be considered.

**To start:** as soon as possible

**Permanent**

We seek to appoint a committed and dynamic Academy Operations Manager who can ensure that Wade Deacon continues to be a high performing school providing an exceptional education of all our students. This role will encompass leadership at a local level of support service functions including finance, administration, operations and HR. You will be supported by the Multi Academy Trust Central Operations Team, who will provide strategic development in all key areas.

Applications are invited from motivated and inspirational colleagues who are;

- experienced financial / business / HR managers from the public or private sector, with the ability to work alone and as part of the wider multi-academy trust team
- experienced in providing support and challenge to a Leadership Team / Management Board
- able to juggle priorities to achieve desired outcomes whilst keeping teams motivated across a multi-site operation

The successful candidate will have a track record for supporting, developing and following a business plan, providing challenge where necessary, and have experience of managing, motivating and leading a team of staff.

The successful applicants will be given full support in their career development as we believe that development of staff is a key aspect in raising standards for our students. In return you will benefit from visionary, inspirational and dynamic leadership and be empowered to develop your own skills.

Wade Deacon is a 1500-place, oversubscribed 11-16 High School with excellent academic standards significantly above the national average. Our last OFSTED described us as "an outstanding school" in every category. We have developed exceptional International links with top schools in Japan, China and India. In 2014 we were shortlisted for both 'Employer of the Year' in the Investors in People Awards, and 'Excellence in Learning and Development' in the Personnel Today Awards, in recognition of our commitment to growth and excellence through supporting, recognising and encouraging our staff. We have a state of the art new building offering fantastic facilities for both students and staff alike.

Wade Deacon High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure and satisfactory medical clearance.

Closing Date: 9am on Monday 26<sup>th</sup> June 2017.

Further information and details on how to apply are available on the Trust website;

<https://wadedeacontrust.com/vacancies.html>

*'A Commitment to Excellence'*



# Wade Deacon High School

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Principal: Mr Simon Corner NPQH, MA Maths, PGCE

Dear Candidate

I am delighted to see that you are considering applying for this post with Wade Deacon High School. We are extremely proud of our learning community and how students and staff work together in order to achieve the best possible educational outcomes.

The Local Governing Body and Trustees of the Wade Deacon Multi Academy Trust seek to appoint a local Academy Operations Managers at Wade Deacon High School in Widnes. Although you will be appointed to work principally at Wade Deacon High School, you will have a commitment to supporting across all members of the Trust.

The Trust converted its first school in March 2013 and has continued to grow. This is an exciting time to come on board with us as we continue to grow giving further development opportunities for the successful candidates into the future.

Wade Deacon High is a large outstanding school with a lead role in the provision of school to school support. The Trust is currently comprised of three secondary and two primary schools across Halton, Knowsley and Sefton. Schools joining the Trust do so with the prime aim of improving each other so that they can all become outstanding schools. All schools within our Trust have their own unique culture and ethos, but have a 'Commitment to Excellence' for all our students and staff.

We are offering potential applicants the opportunity to visit the school on. I would strongly encourage you to visit us if you can; I am confident you will be impressed with the facilities we offer our students and staff.

This is a pivotal role in supporting the school to meet its strategic objectives. If having read about us and the role you decide to apply, I look forward to reading your application.

Yours faithfully

Simon Corner  
Principal

*'A Commitment to Excellence'*

Birchfield Road, Widnes, WA8 7TD

Tel: 0151 423 2721

E-mail: [School@wadedeacon.co.uk](mailto:School@wadedeacon.co.uk)

Website: [www.wadedeacon.co.uk](http://www.wadedeacon.co.uk)



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## Job Specification

<b>Job Title:</b>	Local Academy Operations Manager
<b>Grade:</b>	Principal Officer SCP 41-44 (£35,662 - £38,405) <i>However for a suitably experienced/qualified candidate, a salary enhancement will be considered.</i>
<b>Hours:</b>	Permanent, Full Time, 37 hours per week (annual leave entitlement)
<b>Responsible to:</b>	Principal – day to day local operations
<b>Location:</b>	Wade Deacon High School

### Line Management:

The post holder will be accountable to the Principal for all initiatives related to this post.

### Job Purpose:

To deliver an efficient and effective support service to the school ensuring it achieves stated aims and objectives. To be an active member of the school's senior leadership team and effectively lead the support staff teams.

### Support from the Trust:

You will be supported in your role by a core central operations team. The team will undertake the core strategic financial, HR and policy requirements for an Academy, including assisting with budget preparation, VAT control and the production of financial statements in line with the Department for Education and Education Funding Agency requirements.

### Job Accountabilities:

#### Key responsibility areas:

- Local Budget Management supporting Financial Planning and Monitoring
- Premises Management
- Health & Safety
- Human Resources
- Leadership, Management & Governance
- Marketing
- Statutory Compliance for Department for Education

#### Duties and responsibilities:

- 1) **Local Budget Management** (*in partnership with the Finance Team*)
  - a) To lead the financial team of support staff in the implementation of agreed systems and policies which ensure the effective maintenance and control of all budgets and accounts.
  - b) In line with the Trust financial guidelines to co-ordinate the tasks of the local Finance Team to ensure and facilitate the ordering, processing and payment of all goods and services provided to the School, as well as ensuring the timely collection and maximisation of income.

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- c) To assist in the preparation of bids for supplementary external funding/ sponsorship for the school and maximise the income generated by the school from lettings.
  - d) To assist with the administration of budget preparation/review arrangements within the school in conjunction with the Principal and Principal Accountant. To assist in ensuring that effective monitoring and satisfactory records are kept of all monies, irrespective of source.
  - e) To assist in the collation of information required for inspection by External Audit, including the school's Annual Financial Report.
  - f) To assist the Principal when acting as budget holder for assigned budgets, in accordance with the school's Financial Procedures Manual, in ensuring that spending budget heads are not overspent and that income budget heads are achieved, paying continuous attention to their budgetary control position, identifying variations and taking corrective action.
  - g) To ensure the control and co-ordination of purchasing and servicing arrangements within the School including quotations, tenders, orders, liaison with suppliers and contractors, and advise on procedures and tendering decisions.
  - h) To assist in providing financial and management information to the Trust Central Operations Team, Local Governing Body, Principal, Leadership Team and appropriate central and local government agencies as required.
  - i) To provide the point of contact for agreement for the supply of school uniform and to co-ordinate any proposed changes in line with the requirements of the school and the Trust.
- 2) **Premises** *(in partnership with the Site and Catering Managers)*
- a) Assist the Premises & Catering Managers (or equivalent post holders) in working with service providers, to ensure the security, catering, cleaning, maintenance and provision of all services to the school are met and comply with Health & Safety requirements.
  - b) To investigate and determine opportunities to maximise the use of the school's plant and resources.
  - c) To initiate income generation schemes and manage and monitor such projects.
  - d) To assist the Principal and capital spending committee, in consultation with various agencies, on the future development of the school premises and site.
  - e) Where applicable to ensure the provision of an efficient and effective school meals service within the school, liaising with the Catering Manager to determine strategies for growth.
- 3) **Health & Safety** *(in partnership with the Site Manager)*
- a) To co-ordinate Health & Safety requirements across the school in order to support the Principal and Local Governing Body in meeting statutory duties and ensuring a safe environment of all.
  - b) Educational Visits Co-coordinator – to undertake formal training to provide and/or compliment the role of Educational Visits Co-coordinator for the school.
- 4) **Human Resources** *(in partnership with the local HR Manager and Trust Principal HR Officer)*
- a) Assist, as directed, in reviewing policies and activities within the school, relating to general matters such as administration/clerical procedures, human resources and budgetary control.
  - b) To assist with general personnel matters, including maintenance of staff records, annual appraisal system and to undertake performance reviews as necessary.
  - c) To co-ordinate and undertake the school back to work interview process and implement the school absence management policy as required.
  - d) To monitor and report staff attendance to meet the school and Trust reporting requirements.

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- e) Assist in the creation and implementation of recruitment / induction / training / mentoring systems for these staff and ensuring the smooth running of operations.
- f) To liaise with the Principal with regard to job descriptions/specifications and draft documents for approval where necessary.
- g) To liaise with the Principal and Trust HR Team on personnel issues.
- h) To advise staff of policies relating to their needs (e.g. maternity, absence)
- i) Oversee administration relating to new staff (e.g. DBS clearance, references, medical checks, P45's)
- j) To oversee the upkeep of the Single Central Record.

## **5) Leadership, Management & Governance**

- a) Line management and appraisal of administrative, premises, finance, marketing and network support staff leaders, including delegation of relevant activities.
- b) To assist with preparation of annual census returns, other statistical reports and data returns as required.
- c) Attendance at Local Governing Body meetings to provide information as required, including annual budget statements, budget monitoring, financial summaries.
- d) Provide strategic support to the Principal and Local Governing Body on all aspect of school and business management.
- e) To support the internal administration of Local Governing Body organisation, compliance and documentation, in partnership with external clerking service and administration staff.

## **6) Marketing and Collaboration** *(in partnership with the Marketing Team Leader)*

- a) To ensure effective promotion and marketing of the school to different audiences, and to raise the school's profile within the local community and regionally.
- b) To provide the point of contact for agreement for the supply of school uniform and to co-ordinate any proposed changes in line with the requirements of the school and the Trust.
- c) To support the school in the marketing and community developments across the school
- d) To undertake collaboration to benefit the local school community and Trust as required.

## **7) General:**

- a) The post-holder must carry out his or her duties with full regard to the School's Equal Opportunities Policy
- b) The post-holder may be required to undertake their role in any of the current or future Trust school sites
- c) All duties and responsibilities must be carried out with due regard to the School's Health and Safety Policy
- d) The post-holder will participate in the school's appraisal process as it is applied for all staff
- e) The post-holder should have knowledge of and compliance with relevant school policies and procedures
- f) The post-holder will perform any such duties reasonably requested by the Principal as are within the scope and the spirit of the job purpose, the title of the post, and its grading.

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## Person Specification

Selection Criteria	Essential	Desirable
<i>Skills</i>		
Excellent numeracy / literacy / ICT skills	●	
Excellent finance and budget knowledge	●	
Ability to interpret advice / statute and to devise policy / practice in the light of these	●	
Ability to relate well to children and adults	●	
Ability to persuade, motivate, negotiate and influence	●	
Ability to self-evaluate learning needs and actively seek learning opportunities	●	
Demonstrates the capacity to make sound judgments consistently	●	
<i>Leadership</i>		
Support and demonstrate commitment to the school's vision, ethos aims and policies.	●	
Support the Principal and Central Academy operations team in the management of change and improvement in pursuit of strategic objectives	●	
Effectively prioritise, plan, organise, direct and co-ordinate the work of others	●	
Build, support and work with a high performing team	●	
Delegate appropriate tasks and monitor practice to see that they are being carried out, set standards and provide a role model for pupils and staff	●	
Experience of leading and managing others	●	
<i>Knowledge and Understanding</i>		
Full working knowledge of relevant polices / codes of practice / legislation	●	
Full knowledge of schools financial management, budget setting and monitoring	●	
Full working knowledge of raising orders, of invoices and of payments	●	
Knowledge of Health and Safety legislation	●	
Good knowledge of SIMS.net		●
Good knowledge of FMS		●
Experience of working in an Academy		●
<i>Qualifications / Training / Experience</i>		
Experience working in a finance or HR environment	●	
Demonstrable experience of line managing other staff	●	
Ability to demonstrate innovate thinking	●	
Ability to research and implement up to date financial changes	●	
NVQ4 or Degree Equivalent qualification in bookkeeping, accounting or management.		●
School Business Management Qualification or Degree Equivalent		●
<i>Personal Qualities</i>		
Open-minded and receptive to new ideas, approaches and challenges	●	
A positive outlook and 'can do' attitude	●	
Sets and maintains consistently high standards of behaviour for self and others	●	
Reliable and thorough	●	
Seeks advice and support when necessary	●	
Deals sensitively with people and resolves conflicts	●	
Works well as part of a team	●	
Is emotionally resilient, maintains composure and copes effectively with pressure	●	
Ability to work on own initiative	●	

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## Personal Competencies:

The post holder will evidence that s/he:

- satisfies and continues to satisfy the relevant professional standards
- is an outstanding practitioner who delivers excellent outcomes and who is always looking for ways in which to improve
- is a strong, inspirational and dynamic leader who can evidence some successful experiences of leading a team of people
- is a fair, consistent, creative and reflective leader who is prepared to take risks
- has a sense of humour.

## Once in post, the Academy Operations Manager will:

- continue to maintain and demonstrate high standards.
- demonstrate a commitment to develop themselves professionally.

## In addition, the post holder should have the ability to:

- vocalise the school's vision and aspiration to be a World class school
- be able to analyse the subject's performance in the context of local, regional and national data and national educational developments
- be a strong, positive advocate for change
- have excellent attendance
- be a role model and act as an ambassador for Wade Deacon High School in and outside of the school by speaking positively about the school in the community; upholding a 'Commitment to Excellence' at all times; by dressing appropriately and smartly in a suit or smart skirt / dress / trousers and jacket.

Wade Deacon High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is subject to an enhanced DBS disclosure and satisfactory medical clearance.

*Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified.*

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## Context

### Wade Deacon Trust

Wade Deacon High School is the lead school in a growing multi-academy trust; The Wade Deacon Trust. The Trust is an approved DfE Academy sponsor. It is focused upon improving life chances for students and communities providing sustainable school improvement; schools joining the Trust do so with the prime aim of improving each other so that they can all become outstanding schools.

### Wade Deacon High School

The school is an 11-16 fully comprehensive and heavily oversubscribed school with over 1500 students. In 2011 the school was judged “Outstanding” in all categories by Ofsted.

The school’s ethos of ‘A Commitment to Excellence’ permeates through every aspect of school life. A disciplined, supportive and purposeful working environment enables students to excel across the whole curriculum, reflected in the success that students attain year on year at both Key Stages 3 & 4.

### Attainment

Wade Deacon’s external examination results are consistently well above the national average and the best in the local area.

### 2016 Examination Results Summary:

- 76% of pupils gained A\* - C grades in English and Mathematics
- 47% of pupils gained the English Baccalaureate
- 73% of pupils gained 5 or more A\* - C grades including English and Mathematics
- 83% of pupils gained 5 or more A\* - C grades
- 100% of pupils gained 5 or more A\* - G grades
- 86% of students gained A\*-C in English
- 80% of students gained A\*-C in Mathematics
- 73% of pupils gained 2 or more A\* - C grades in Science
- 58% of students gained 1 or more A\* or A grade
- 22% of all grades were A\* or A
- School Progress 8 score is +0.12
- School Attainment 8 score is 5.43

The school is proud of its academic achievements; however there are strategies in place to reduce elements of in school variation across subjects.

The school has had some success in closing the attainment gap for students registered under the Pupil Premium criteria and continues to implement strategies to reduce this further.



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## **History**

The school is proud of its rich history. Wade Deacon High School traces its heritage back to 1507 when the original grammar school was founded by Bishop William Smyth. The main building was opened in 1931 as Wade Deacon Grammar School, named after Sir Henry Wade Deacon. He was a prominent local industrialist and, for many years, chairman of the Local Education Committee. This remains the permanent home for the lead school site.

## **School Site**

In April 2013 following an extensive £26 million BSF building programme (Design and Build), the school moved into its brand new state of the art facilities. The school was heavily involved in both the internal design and provision of high quality external facilities. The school provides a 21st century and exceptionally high quality learning environment which enhances the teaching and learning of our students.

## **Community**

The majority of the school intake is from Widnes and is across the full range of abilities and socio-economic backgrounds. However, applications are received from the surrounding towns and villages. There is a strong community spirit linked to the school and we work with a number of community partners to strengthen the school's commitment in this area

## **Widnes**

Widnes forms one of two main towns making up the unitary authority of Halton. The town of Widnes, with its excellent transport links, makes the major cities of Manchester, Liverpool and Chester easily accessible. The Wirral and North Wales are also within a reasonable travelling distance.

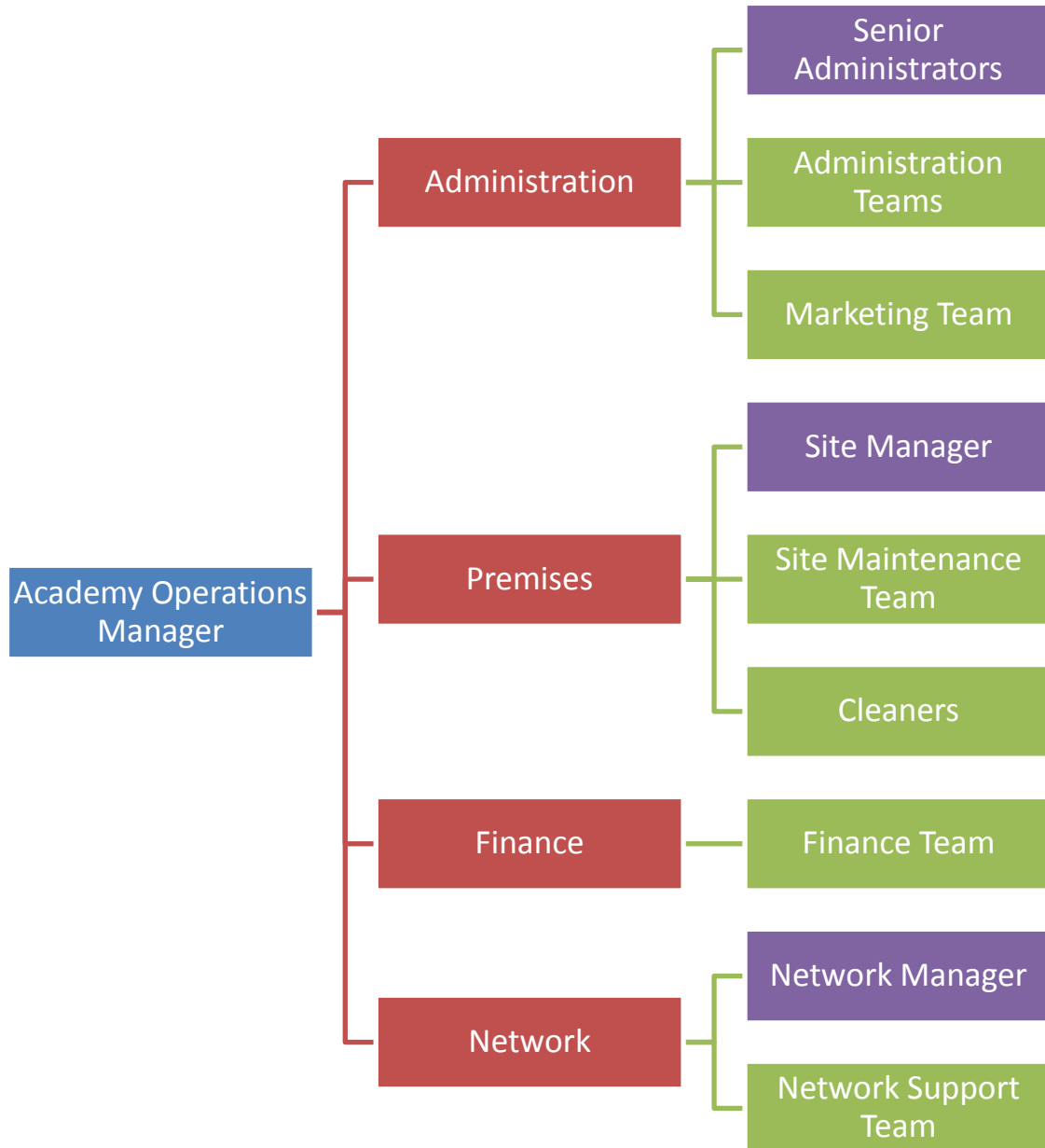
The population of Widnes is approximately 58,000. Its heritage is in heavy industrial and chemical manufacture while, in recent years, the development of hi-tech, service and logistical enterprises has taken a lead. Wade Deacon is the largest of three high schools within the town.

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## Support Staff Structure

The Academy Operations Manager will oversee administrative, premises, finance, marketing and network functions, with the support of Leaders and Managers (identified below) who each have enhanced responsibilities in their area.



## Trust Central Operations Team

The Central Operations Support Team will support the Local Academy Operations Manager by;

- Providing policy and protocol development and management.
- Ensuring sound financial management systems are maintained and externally audited where appropriate.

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- Undertaking budget preparation and monitoring, and the production of financial statements in line with the Department for Education and Education Funding Agency requirements.
- Producing periodic and annual management accounts including VAT control/returns.
- Supporting training to ensure that all staff are able to carry out their functions.
- Providing payroll production and appropriate advice on Marketing, HR, Payroll, Media & IT support.
- Providing a framework of audit services in relation to non-financial matters.
- Ensuring sound property and asset development & management.
- Ensuring that procurement and contract management is effective
- Providing administrative support to the Academy Board, the Chief Executive Officer and Local Governance generally and carry out the responsible officer function

## Head of Operations

- To lead the Trust Central Operations & Service Level Agreement Providers.  
Supported by;

## Principal Accountant

- To ensure Academy has full compliance with EFA reporting and regulations, and Network co-ordination across the Trust

## Principal HR Officer

- To provide clear consistent Human Resources , Marketing, and Administration co-ordination across the Trust

### Further Information

Further information is available on the school and trust websites;

[www.wadedacon.co.uk](http://www.wadedacon.co.uk)

[www.wadedacontrust.com](http://www.wadedacontrust.com)

# Wade Deacon High School

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## How to Apply

### Application Forms

Any interested candidate should apply by completing the following;

1. Application Form
2. Supplementary Information Form
3. Letter of Application
  - Your letter should be addressed to the Principal, Mr Simon Corner
  - It must be a maximum two sides of A4, using font size 12
  - It should address the following points:
    - a. why you are interested in this post and how you have prepared yourself so far
    - b. any particular areas of strength and expertise you feel you may have

Please ensure you send us all three elements of your application as outlined above. We will be unable to process applications with missing elements. Blank forms can be downloaded from the Recruitment page on the school website; <https://wadedeacontrust.com/vacancies.html>

If you have any difficulty downloading the application form, please contact Mrs C Rogers at the school to request a hard copy by post. Our telephone number is 0151 423 2721.

### Application Deadline

Applications should arrive in school by 9am on Monday 26<sup>th</sup> June 2017.

### Submission

Ideally you should email your application to [jobs@wadedeacon.co.uk](mailto:jobs@wadedeacon.co.uk) with 'Academy Operations Manager' in the subject line.

Alternatively you may post a hard copy of your application to the following address;

Human Resources  
Wade Deacon High School  
Birchfield Road  
Widnes  
WA8 7TD

### Pre-Application Visit

Prospective candidates are welcome to visit the school for a brief tour of the school. Prospective candidates who wish to visit should contact the school via the above methods to make arrangements. Please note that a pre-application visit is optional and will not be taken into consideration when shortlisting applications.

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## Feedback

If you have not heard from us within three weeks of the above closing date, then please assume that on this occasion your application has been unsuccessful. **As we receive a large number of applications for each post advertised, unfortunately we cannot provide feedback to individual candidates as to why they were not short-listed for interview.**