

Operations Manager
Band SO1 SCP 23-25 (Actual salary £29,095-£30,724 per annum)
Permanent, term time plus 5 days
37 hours per week

A new and exciting opportunity has arisen for an experienced Operations Manager to join Bradford AP Academy.

The successful candidate will be responsible for organising and managing the schools administrative and office systems, including HR, finance and facilities and ensuring the smooth running of the school. Working closely with the Senior Leadership Team, you will ensure that all relevant activities run smoothly and efficiently, supporting our commitment to delivering an outstanding education for our pupils.

Bradford Alternative Provision Academy (BAPA) takes referrals for secondary aged young people who live in Bradford and have been permanently excluded from school. BAPA comprises of two sites, Aireview in Saltaire and Jesse Street at Fairweather Green, off Thornton Road. The two sites work closely together to offer the best service for young people, families and schools.

Bradford AP Academy is part of Exceed Academies Trust, which currently consists of fourteen academies; ten primary schools, an all-through primary-to-secondary academy, two alternative provision academies (Primary and Secondary), and a specialist setting for children/young people who suffer from social, emotional and mental health difficulties. The Trust has an excellent reputation within Bradford and beyond, and an outstanding track record of supporting staff in developing their careers through specialist training lead by the Exceed Teaching School Hub and our Outstanding SCITT.

The successful candidate will;

- Plan, develop and monitor support services, including coordination and delegation of relevant activities.
- Take a lead role in the recruitment/induction/appraisal/training and development/mentoring of school and agency staff; managing associated employment procedures and Human Resources matters.
- Have excellent organisational, communicating and problem solving skills with the ability to use own initiative and work proactively both in a team and independently.
- Provide detailed analysis and evaluation of data and produce detailed reports/information as required.
- Hold full responsibility for the Single Central Record for the school.

The essential requirements for this role are;

- GCSE grades A-C (or equivalent) in English and Maths
- Evidence of continual professional development.
- Knowledge of Health and Safety/First Aid/Medical/Fire Safety regulations/requirements.
- Experience using Microsoft Office and complex databases with excellent IT skills
- Fluency of the English Language at an Advanced Threshold Level

Together we Exceed

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Closing date: Monday 24th February 2025 at 9am

Interview date: w/c Monday 3rd March 2025

For an informal discussion regarding this opportunity, please contact Richard Bottomley, Headteacher, on 01274 491986. Further details about our school can also be found on our website <https://www.bradfordacademy.co.uk/>

If you are interested in applying for this role, please do so by submitting an online application.

CVs or applications via Indeed will not be accepted.

Exceed Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Shortlisted candidates will be subject to related online content checks, in line with Keeping Children Safe in Education 2024. All appointments are subject to an enhanced DBS check as well as successful completion of a probationary period.

Exceed Academies Trust strives to be an employer of choice. We are an inclusive and diverse multi academy trust and ultimately, our aim is to employ a workforce that reflects the communities it serves. We are committed to achieving a balanced workforce at all levels, whilst ensuring that no individual is disadvantaged or treated less favourably. We welcome applications from candidates of all backgrounds, faiths and ethnicities and will ensure a fair recruitment process without discrimination, in compliance with the Equality Act 2010.

