

WOODLANDS SCHOOL



Woodlands Approach, Kingswood,
Basildon,
Essex SS16 5BA
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Roll: 1500
Mixed Comprehensive (11-16)

Aspiration, Resilience, Opportunity, Excellence, is our ethos. These four pillars underpin all we do and drive us forward as one inclusive learning community.

We have the privilege to be able to teach and learn, as an 11-16 Academy, in a £26 million building. Woodlands School is proud to serve the people of Basildon and we are constantly striving to be better. We are focused on ensuring academic excellence for all our youngsters, allowing them the opportunity to thrive at further and higher education.

We encourage all of our youngsters to have the highest of aspirations and look to equip them with all the tools they need to become even more resilient. We offer the widest opportunities to ensure excellence becomes a habit.

Our expectation is that all at Woodlands School work hard and are self-motivated. All are to lead their own learning, be polite and respectful. Our boundaries are clear and they support all in ensuring they can maintain the highest standards.

We will provide a wealth of opportunities to learn in and beyond the classroom. Adding cultural capital and ensuring experiences develop the whole child.

Required ASAP

Operations Manager

Scale 8 Point 25 (range scale 8-9, 25 to 33)

£32,683 - £40,156 pa inc Outer Fringe

Woodlands School is seeking to recruit a flexible and self-motivated Operations Manager with responsibility for oversight of Buildings, Health and Safety, Minibuses, GDPR and Lettings.

As well as being the main point of contact between the School and our PFI contractor, Skanska, to ensure the building is effectively managed, the individual will:

- hold an IOSH certificate
- be the School's Educational Visits Coordinator
- manage the upkeep and booking of the School Minibuses
- be responsible for GDPR
- work with the Lettings Manager to oversee lettings
- manage Health and Safety and risk management across the School.

Preferably the individual will have knowledge in the following areas:

- knowledge and previous work with PFI contracts
- understanding of the health and safety requirements of a large site
- knowledge and previous work with GDPR

Experience of working in an educational setting is desirable and D1 driving licence preferable.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment.

Further information is available on our website www.woodlandsschool.org. We welcome visits to the school from potential applicants.

Alternatively, details on this post and an application form are available from the HR department by email HR@woodlandsschool.essex.sch.uk

Closing date: 21 April 2023, midday



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